

National Automated Travel System

NATS

User's Guide

Prepared by

Office of Financial Services

Financial Systems Development Branch, ABA-20

Federal Aviation Administration

Produced: 1999 Federal Aviation Administration. Printed in the United States of America.

Microsoft, MS, MS-DOS, Excel and Word are registered trademarks, and Windows is a trademark of Microsoft Corporation.

Portions Copyright © Blue Sky Software Corporation.

All other trademarks are the properties of their respective holders.

Unless otherwise noted, all names of companies, products, street addresses, persons and account numbers contained herein are fictitious and are designed to document the use of this product.

TABLE OF CONTENTS

~ Click on a page number to jump to that topic. ~

THE NATIONAL AUTOMATED TRAVEL SYSTEM (NATS)	3
INTRODUCTION.....	3
TRAVEL AUTHORIZATIONS AND VOUCHERS	4
TRAVEL AUTHORIZATION AND VOUCHER PROCESSING	5
GTRS	6
ACCOUNTING CODE STRINGS	6
EDIT TABLES	7
REPORTS.....	7
THE TM/NATS/DAFIS DATA PROCESSING CYCLE.....	8
DATA ELEMENTS.....	9
GETTING HELP.....	11
YEAR 2000 COMPLIANCE.....	11
USER RESPONSIBILITIES.....	12
ACCESSING THE ABA FINANCIAL INTRANET	12
STARTING NATS	14
NAVIGATING IN NATS.....	14
PROCEDURES FOR THE NATS USER	15
NATS MAIN MENU	15
PROCESS VOUCHERS MENU.....	16
<i>New Voucher</i>	17
<i>New Miscellaneous Voucher</i>	20
<i>Locate Voucher</i>	23
<i>Review Excluded Vouchers</i>	25
<i>Review Suspended Vouchers</i>	25
PROCESS TRAVEL ORDERS MENU.....	26
<i>Add New TO</i>	27
<i>Maintenance</i>	28
<i>Review Suspended TOs</i>	30
REPORTS MENU	31
<i>Voucher Certification Report</i>	32
<i>Stat Sample</i>	34
<i>Rejected Vouchers</i>	35
<i>Overlapping Travel Dates</i>	36
<i>Average Processing Time</i>	37
PROCESS GTRS MENU.....	38
<i>Query/Maintenance</i>	39
<i>New GTR</i>	40
PROCESS EXCEPTIONS MENU.....	41
<i>Process TO Exceptions</i>	41
<i>Process Voucher Exceptions</i>	42
ADMINISTRATION MENU	43
<i>Import DAFIS Data</i>	44
<i>Import Personnel Data</i>	45
<i>Import TM Data</i>	45
<i>Export Data to FORMATTER</i>	46
<i>Update 100% Audit Travelers</i>	47
<i>Update 'Additional Travelers'</i>	48

<i>Update 'Systems Administrators List'</i>	49
<i>Update 'System Messages'</i>	50
GLOSSARY:	52
LEGAL STUFF.....	58

TABLE OF FIGURES

~ Click on a page number to jump to that topic. ~

Figure 1 - Travel Authorization.....	4
Figure 2 - NATS Main Menu	16
Figure 3 - NATS Process Vouchers menu	17
Figure 4 - NATS New Voucher Entry (first screen)	18
Figure 5 - NATS New Voucher Entry (second screen)	19
Figure 6 - NATS New Miscellaneous Voucher Entry (first screen)	21
Figure 7 - NATS New Miscellaneous Voucher Entry (second screen).....	22
Figure 8 - NATS Locate Travel Vouchers screen	24
Figure 9 - NATS Process Travel Orders menu.....	26
Figure 10 – NATS Add New TO screen.....	27
Figure 11 - NATS Travel Order Maintenance screen	29
Figure 12 - NATS Reports menu.....	31
Figure 13 - NATS Voucher Certification Selection Criteria screen	32
Figure 14 - NATS Voucher Certification Reports By Transmission Number screen.....	33
Figure 15 - NATS Statistical Sample Report Selection Criteria screen	34
Figure 16 - NATS Rejected Vouchers Report Selection Criteria screen	35
Figure 17 - NATS Overlapping Travel Dates Report Selection Criteria screen	36
Figure 18 - NATS Average Voucher Processing Time Report Selection Criteria screen	37
Figure 19 - NATS Process GTRs menu.....	38
Figure 20 - NATS GTR Maintenance screen.....	39
Figure 21 - NATS Add New GTRs screen	40
Figure 22 - NATS Process Exceptions menu.....	41
Figure 23 - NATS Administration menu	43
Figure 24 - NATS Return from DAFIS Processing menu	44
Figure 25 - NATS Import Travel Manager Data screen	46
Figure 26 - NATS Export to FORMATTER screen.....	47
Figure 27 - System Messages screen	50

The National Automated Travel System (NATS)

Introduction

The **National Automated Travel System (NATS)** is a web-based accounting application. NATS provides the tools to account for the costs of government travel. NATS was originally named the **Travel Accountability System, or TAS**.

The NATS application automates the travel accounting procedures, making them less time-consuming and providing faster reimbursement of travel costs to vendors and travelers.

An accountant or fiscal specialist in the Accounting Department is designated to be the NATS Specialist and maintains the NATS system and travel authorization processing. The NATS Specialist is responsible for the overall administration of the NATS program within the region, and will perform the administrative procedures necessary to obtain, process and transmit the NATS data files. Another member of the Accounting Department will be selected to be the System Administrator and will have access to the same program functions as the NATS Specialist. However, the System Administrator will also be responsible for maintaining the user ID and password list, and will have the authority to delete exception records from the NATS system.

To keep track of each government traveler's account, a supervisor, travel coordinator or project manager creates a **Travel Authorization Number**. Travel Authorization Numbers are unique to each traveler and are created using the **Travel Order Number Generator (TONG)** application.

The **TONG** is another web-based application that builds a unique control number for each Travel Authorization. **TONG** is used in conjunction with the **NATS** application, and can be accessed from the same intranet web page.

The Windows-based program **Travel Manager** and the **NATS** application provide the additional tools necessary to account for government travel costs.

Travel Order (Authorization) records and Voucher records are exported from the **Travel Manager** application, converted, and imported into NATS.

The NATS user can then assign accounting classification codes to each travel authorization and voucher electronically. Once the valid records have been updated, and any invalid records corrected, the user will extract them from the current database.

These extracted records are transmitted to the **Departmental Accounting and Financial Information System (DAFIS)**. This data is used to allocate government funds. The data files are uploaded to DAFIS via a "bulk file gateway" and are processed there in a batch process. This eliminates manually keying in data into DAFIS to update this information.

If NATS finds an error, such as invalid or missing data, those records are redirected to **Exception Files**. The records in these files can be accessed and corrected in the NATS application. Once corrected, they are retransmitted to DAFIS and the cycle repeats.

The NATS application functions include, but are not limited to:

- managing the creation and progress of Travel Authorizations and Vouchers,
- managing Government Transportation Requests (**GTRs**),
- managing the importation, conversion and exportation of the data files, and
- providing a system to correct the imported records that are missing corresponding Travel Authorizations or other essential data elements.

Some aspects of the **NATS** software are subject to change. **NATS** will ultimately assume most of the responsibilities that are currently assigned to the Travel Department of Accounting.

This guide details the **NATS** application procedures for both the NATS Specialist and the System Administrator. From here on, whenever the term “**user**” is written, it refers to either the NATS Specialist or the NATS System Administrator.

Travel Authorizations and Vouchers

Travel Authorizations and **Travel Vouchers** are the primary documents used in authorizing employee travel, and accounting for it afterwards. Each employee is largely responsible for his or her own travel documents.

A **Travel Authorization (or Travel Order)** is a document authorizing a specific amount of money for an employee's travel expenses. The employee would obtain this authorization from an Administrative Officer, Supervisor, or Team Leader.

A **Travel Voucher** is a claim for an employee's travel expense, created by the employee after returning from a trip. A payment based on a Travel Voucher would be deducted from the dollar amount allocated in the Travel Authorization.

Refer to the next topic, *Travel Authorization and Voucher Processing*, for a general description of the Travel Voucher accounting process; the specific procedures for handling Travel Vouchers will vary between Accounting Departments.

```
=====
02/20/97      TRAVEL AUTHORIZATION      | DOC NO:   142000001L
PAGE   1 ** Read Privacy Act On Last Page ** | AUTH NO:  142000001L
=====
1) NAME: BOOP, BETTY .                  SSN:      100-00-0001

   ADDR: 222 W 7TH                      PHONE:    271-6184
                                     MAIL CD:  AAA320
                                     ORG:      AAA320
                                     TITLE:    TRAVELER
   ANCHORAGE, AK 99513                  TZ:10    SEC CLR:
   DUTY: AFOB                           CARD:    CARD HOLDER
   RES: ANCHORAGE, AK
   HOURS: 8
=====
2) AUTH NO:142000001L                   DATE: 06/01/96           TYPE: LOA(NO COST)
=====
3) TRAVEL PURPOSE:  SITE VISIT
   LOA FOR SITE VISITS IN ALASKA TO REPAIR RADAR EQUIPMENT
=====
4) ITINERARY AND EXPENSES
=====
   DATE   DEPART/ARRIVE LOCATIONS RATE   MODE MODE   EST   DESCRIPTION
-----
06/03/96 D:RES: ANCHORAGE,AK
06/03/96 A:ALLOTHERSITES, AK      60/56
      Estimated Duty Days:  Lodging:    0 M&IE:    0
      :                      1POC      0 miles @ $ .30
      :                      AIR        100.00 AMEX purchase
      :                      RENT       Rental Car
      :                      CAB        Taxi
=====
```

Figure 1 - Travel Authorization

Travel Authorization and Voucher Processing

A **Travel Voucher** is a claim for an employee's travel expense, created by the employee after returning from a trip. A payment based on a Travel Voucher would be deducted from the dollar amount allocated in the Travel Authorization.

The Travel Authorization and Voucher process is as follows:

- 1) The traveling employee first applies for a Travel Authorization. This allows him or her to travel with authorization for government business.
- 2) The Administrative Officer, Supervisor, Team Leader or other Approving Official creates a Travel Authorization number using the **TONG** application. The supervisor signs the Travel Authorization and the signed original is routed to Accounting.
- 3) The user enters the data into the Travel Authorization form in the **Travel Manager System**. See *Travel Authorizations and Vouchers* for an example of a Travel Authorization Document. The Travel Authorization is associated with the employee's Social Security Number. Refer to your Travel Manager documentation for details regarding this procedure.
- 4) The user downloads the Personnel Data from DAFIS. This data file is imported into NATS, and provides NATS with the user data necessary in identifying accounts. (See *Import Personnel Data*).
- 5) The user imports the Travel Authorization and Travel Voucher data files from Travel Manager into NATS. To do this, intermediate data files are built in the Travel Manager Export and NATS Import process. (See *Import TM Data*.)
- 6) The user downloads the **Batch Control File** from DAFIS. This file returns the processing information that is used to determine the status of the various billings. (See *Import DAFIS Data*.)
- 7) Once the employee returns from the trip, he must complete a travel voucher form to claim his travel expenses. The traveler enters the data into the Travel Voucher form in the **Travel Manager System**. Refer to the Travel Manager documentation for this procedure.
- 8) The Travel Voucher is associated with the Travel Authorization, and with the SSN on the Travel Authorization.
- 9) If there is any invalid or missing data, such as the traveler failing to sign the voucher, it is rejected back to the originator. The user enters a reject date and a reject code indicating why the invoice was returned. This removes the voucher or authorization from the records that have not yet been processed, and saves it to an **Exception file**.

Otherwise, the user assigns an accounting code to the valid Travel Authorizations. These codes will automatically be attached to vouchers associated with the Authorizations.

- 10) The user exports the voucher records to DAFIS. Any records found with invalid data will **not** be uploaded, but will be saved to the Exception file.
- 11) The Travel Authorizations and Travel Vouchers are processed by DAFIS. In the case of **valid** Travel Authorizations and Travel Vouchers, funds are obligated (or allocated) to pay the charges.

In the case of **invalid** Travel Authorizations and Travel Vouchers, the invalid records are moved to the **No-Match File** of unmatched BCF records. The user can use **Correct Invalid Travel Authorizations**, or **Correct Invalid Travel Vouchers** to match the records with the corresponding Travel Authorizations.

- 12) The user retrieves the processed records back from DAFIS. These records contain data regarding the funds allocated to pay off each debt. The DAFIS data file updates the current NATS database regarding those vouchers that were paid, and those found to be invalid.

GTRs

Government Transportation Requests (GTRs) are a "blank ticket" issued by the Financial Program Analyst or other accounting supervisor to finance the traveling needs of an employee. The **GTR** code format is one alpha character (A - Z) followed by 7 numerals.

- 1) When the **GTR** has been issued, the user logs it into NATS (using the **GTR/New** menu option). **Up to five (5) GTRs can be issued per Travel Voucher.**
- 2) The employee fills in the traveling details on the **GTR**, signs it, and presents it to the airline counter (or other transportation system) for the ticket(s).
- 3) The airline submits the **GTR** to the accounting department for billing.
- 4) As vouchers are received and entered into the NATS, the **GTR** number and **Voucher Received Date** are entered to complete the accountability. Once the user enters the **GTR** code(s), NATS updates the database, indicating that this **GTR** has been used and the date it was used.

Any changes in the status of a current GTR should be posted using the **GTR/Maintenance** menu option.

The codes indicating the various GTR statuses are:

GTR Status Codes:

V	=Void
L	=Lost
S	=Stolen
R	=Returned
G	=Good

Accounting Code Strings

An accounting code string is a series of number and character codes that indicate specific administrative and accounting categories. This data is used in the accounting departments to help designate travel purchases to their corresponding regions and projects. The Administrators and Project Managers provide these numbers and codes to the Travel Order users. They are verified using the tables in the Review Edit Tables screen.

Individual components of the strings of code can change due to changes in the status or phase of projects, contractors, geography, time, or funding. The user must perform the mass changes of accounting codes. This might occur for instance, during a fiscal year changeover.

Edit Tables

The DAFIS T16 table is the master database containing the traveler account information. The traveler's default Accounting Codes are recorded here, and are applied to the travel vouchers before downloading to their respective regions. If the default Accounting Code is correct and the voucher has not been changed, that record is not uploaded back to DAFIS, as it is already in the DAFIS database.

Reports

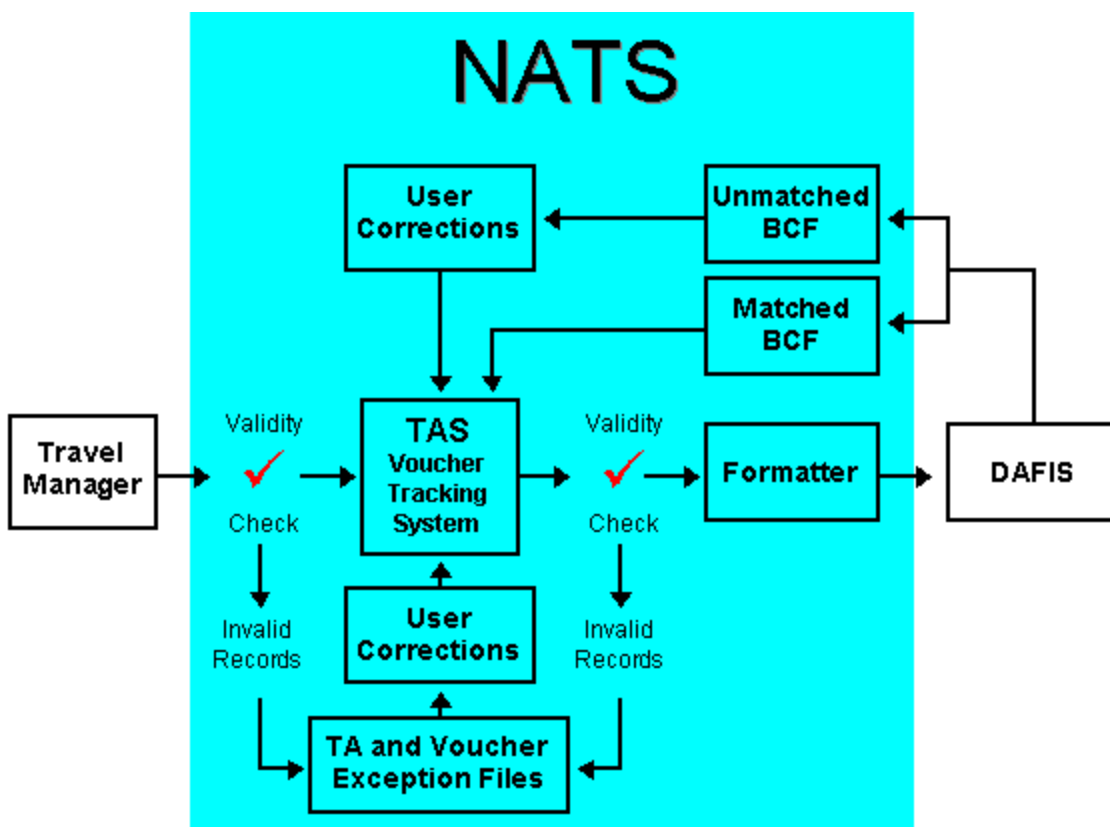
NATS provides a reporting system for users. Available reports are:

- **Voucher Certification Report.** The Voucher Certification Report is used for internal auditing. The process retrieves batches based on the DAFIS export date.
- **Statistical Sample Report.** The **Statistical Sample Report** is a versatile system for creating sample lists. The user can define the type of vouchers to be included. The vouchers can be sorted by SSN or by name.
- **Rejected Vouchers Report.** The **Rejected Vouchers Report** lists the vouchers that the accounting office has rejected and returned to the traveler.
- **Overlapping Travel Dates Report.** The Overlapping Travel Dates Report displays a list of vouchers having travel dates that overlap.
- **Average Processing Time Report.** The Average Processing Time Report displays the total number of vouchers processed, reclaimed, imported from Travel Manager, and the minimum, maximum, and average processing time, in days, sorted by Doc Type. The report may also be sorted and displayed by the user's name (EnteredBy).

Several of the reports require a wide format for printing. When selected, these options automatically print using the landscape mode. Use **File/Print Setup** to print multiple copies of the reports.

The TM/NATS/DAFIS Data Processing Cycle

The TM/NATS/DAFIS Data File Processing Cycle is pictured here:



The TM/NATS/DAFIS Data File Processing Cycle is:

- The **Travel Manager** application provides the initial file with Travel Authorization and Travel Voucher data. Users can enter new data here, and save the records in an export file.
- Once **Travel Manager** has created a data file, use the NATS **Import TM Data** procedure to convert and load the file into NATS. A validity check occurs that will send any invalid records to what are termed **Exception Files**.
- Use **TONG** to create Travel Authorization numbers.
- Use **NATS** to build Travel Vouchers and Accounting Codes to update them.
- Use **NATS** to correct invalid or unmatched Travel Authorizations, Travel Vouchers, or Accounting Codes.
- Use the **NATS Exception Files** options to correct errors in the Exception Files.
- Use **NATS** to upload the corrected travel records to DAFIS:
- The **NATS Editor** checks the validity of the Accounting Codes and sends the rejects to the **Exception Files**.

- The **NATS Formatter** saves the travel records in a database format compatible with DAFIS.
- **DAFIS** (The Departmental Accounting and Financial System) receives the data file, checks the validity of the Accounting Codes, and allocates funding for the valid charges.
- **Batch Control Files** contain the transaction data of the charges found to be valid. These allocation records update the NATS database.
- **Unmatched BCFs** contain the Travel Vouchers without a corresponding Travel Order/Authorization. These records can be corrected in NATS and uploaded back to DAFIS again.

Data Elements

The **New Voucher Entry** screen can be found by selecting **New Voucher** from the **Process Vouchers** screen. The data elements found in the Voucher Entry screen are:

SSN: the voucher users' Social Security Number.

Trvl Order: 12 character alpha-numeric **Travel Authorization** code.

Ctrl Nbr: the **Control Number** is a sequential stamp affixed to each voucher: it has 8 digits and contains numerals only. These numbers are automatically assigned.

Dte From: beginning date of travel.

Dte To: ending date of travel.

Amt Claimed: Dollar amount the individual has been approved for travel expenses.

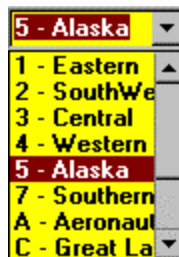
Name: the **Name** of individual submitting the travel voucher. Entered automatically by the system using the database of SSNs.

Cost Center: the funding cost center for this claim.

Region: FAA **Region** code:

Clicking on the down arrow in the **Region** box displays a drop-down menu of

Regions: the default is the local **Region**.



Doc. Type: 11, 12, 13-LNC, 13-LC, 13-LV or 17: specific accounting documents related to the charges: Those documents are:

11: Single Trip TDY.

12: Permanent Change of Station, also used on vouchers marked **RITA**.

13: Limited Open Authorization Travel (the default). Can be LNC, LC, or LV.

17: Centrally Funded Training Travel



Dte Received: Date the Voucher was received.

Advance to Apply: The cash advance amount, if any, that is to be applied to the travel costs.

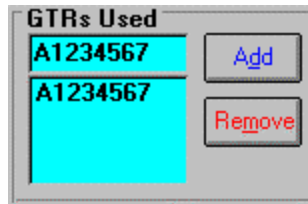
Trans Type: **AMEX, En route, GTR, Local, Other:** Clicking on the down arrow in the **Trans Type** box displays a drop-down menu of transaction types indicating how the bill is to be paid. These types are:



AMEX: indicates that the employee has purchased a ticket with an American Express card, and needs to be reimbursed.

En route: indicates that there is no airline charge for this trip, as the trip itself was part of the employee's official duties.

GTR: Government Transportation Request. When selected, a drop-down input window for **GTR** codes displays. Once the user inputs the assigned **GTR** number(s) and clicks on **ADD**, NATS updates the **GTR** database, indicating that this **GTR** has been used and the date it was used. The **GTR** code format is one alpha character (A - Z) followed by 7 numerals.



Other: indicates charges due to using alternative travel such as personal or government auto mobiles, horseback, snowmachines, etc. Charges might include things such as gas and oil.

RITA: Relocation Income Tax Allowance: this is part of the **Permanent Change of Station** process, and uses **Document Type 12**. Travel vouchers marked **RITA** will be printed when a **RITA Report** is requested in the **Report Menu**.

Reclaim: indicates that this is additional information to supplement a previously entered travel voucher. Vouchers marked as a **Reclaim** are related to the user's original voucher in the database.

In addition to the data found in the **Voucher Entry** screen (see **New Voucher**), the **Voucher Maintenance** screen (see **Locate Voucher**) also displays these data elements:

Batch Id: a pre-assigned nine-digit number indicating the batch of files in which the voucher was processed. This field is automatically filled when the BCF data is downloaded.

Amt Applied: the cash advance amount (if any) that is to be applied to the travel costs.

Amt Certified: amount determined to be a valid claim. This field is automatically filled when the BCF data is downloaded.

Date Processed: the date the voucher was processed in DAFIS. This field is automatically filled when the BCF data is downloaded.

Date Rejected: the date the voucher was rejected. This might occur because the voucher was incomplete, unsigned, or the charge was found to be invalid.

Reject Code: a specific code indicating the reason for the voucher rejection. Clicking in this field will display a drop-down menu of code choices:

1 - Approval Signature invalid, missing or illegible
2 - No applicable travel order on file
3 - Receipts or supporting documentation missing
4 - Accounting classification incomplete or missing
5 - Specific authorization for POV, POA or rental car needed
6 - Funding by another region requires a separate order
7 - Actual expense requires separate approval signature
8 - Other

Getting Help

Clicking on the NATS application **Help** button displays this help system.

To download this help file as a document:

To download this help system as an MS Word 95® document, [click here](#).

If there are any problems with the **NATS application**, please contact your supervisor. If the problem cannot be resolved locally, contact the William J. Hughes Technical Center Liaison for help:

Rob Gross [\(609\) 485-6143](#)

If there are any problems with the **batch process in DAFIS**, please contact the DAFIS Accounting Functional Division.

Tina Carlson [\(405\) 954-7495](#)

Year 2000 Compliance

This web-based version of the National Automated Travel System is Y2K compliant. NATS processes data from several sources, some of which still employ the two-digit year. For this reason, NATS uses an algorithm to allow the continued use of the two-digit year field.

This algorithm dictates that the year field of dates between January 1st, '00 (1/1/00), and December 31st, '47 (12/31/47) are prefaced with the year 2000 digits. Those dates with years outside of this bracket (1/1/48 to 12/31/99) are prefaced with the year 1900 digits. This algorithm allows a two-digit year to be Y2K compliant up to and including the year 2047.

This conversion is transparent when the user enters a two-digit year. NATS converts it into a four-digit format whenever the date is used in a calculation.

Please contact your NATS Specialist or System Administrator if you have any questions or comments regarding NATS or its Y2K compliance.

User Responsibilities

The NATS Specialist or System Administrator performs a variety of important functions associated with the NATS program. The **initial** tasks for the user are to:

- Obtain access to the server where the NATS programs and data files reside.
- Review this NATS help documentation; either by using this help system, or this help file in an MS Word 95® document (click here to download the file). The NATS Specialist and System Administrator should become familiar with the procedures used in the NATS application, and with the **Travel Manager** application.

The user should, on a **periodic basis** and as the need arises (depending on the volume of vouchers):

- **Import DAFIS data** (BCFs) from DAFIS about **every other day**,
- **Import Personnel data** from DAFIS **twice a month**.
- Convert and load the Travel Manager data into the NATS application (using **Import TM Data**).
- Correct the Travel Authorization and Travel Voucher **Exception File** records rejected by NATS (using the **Process TO Exceptions**, or **Process Voucher Exceptions**).
- Correct invalid Travel Authorizations, and if necessary, create the new Accounting strings.
- Input any new Travel Voucher data as needed for traveling employees.
- Correct invalid Travel Vouchers.
- Complete the **Paid** portion of the **Travel Voucher Document History** for **Cross Regional** transactions.
- Issue and log new Government Transportation Requests (GTRs) when needed.
- Update the **GTR** data as needed for traveling employees who used them. Upload the updated travel data file to DAFIS.
- Ensure compliance with the administrative accounting system.

And perhaps the most important:

- Always use the buttons provided with the application; **UPDATE**, **OK**, **ADD RECORD**, etc. **NEVER** use the browser's **Forward** or **Back** navigation buttons.

Accessing the ABA Financial Intranet

ABA 20 Financial Services use web servers and Internet tools to provide an **Intranet** for web-based applications. These applications are available only to Federal employees with Internet access. Use either Internet Explorer® 4.0, 5.0 or Netscape® Navigator 3.0, or Netscape Communicator to access them. While the Intranet applications work well with either, they have been optimized for use with Internet Explorer. There is no loss of functionality if you use Netscape® Navigator or Communicator.

To access the **ABA 20 Financial Services Intranet**:

- 1) Start your Internet browser; this can be Internet Explorer, Netscape Navigator, or Netscape Communicator. If you have already configured your browser to see the Intranet, skip ahead to step 5.
- 2) If you are accessing the Financial Intranet for the first time, and are using **Internet Explorer 4.0** (or higher):
 - a. Click on **Tools** in the menu bar.
 - b. Select **Internet Options**.
 - c. Click on the **Connection** tab.
 - d. Check on the "Bypass proxy server for local (Intranet) addresses" checkbox.
 - e. Click on **Advanced....**
 - f. In the Exceptions text window under "*Do not use proxy server for addresses beginning with:*" enter the local FAIM IP address and the Financial Intranet URL for your region separated by semicolons (;). Use the star (*) wildcard designation to designate a family of URLs. For example:
152.*;172.*;faainet.*;162.58.*;aalweb;*.faa.gov
 - g. Click on **OK**.
- 3) If you are accessing the Financial Intranet for the first time, and are using **Netscape Navigator**:
 - a. Click on **Options** in the menu bar.
 - b. Select **Network Preferences**.
 - c. Click on the **Proxies** tab.
 - d. Select the radio button for *Manual Proxy Configuration*.
 - e. In the **Exceptions** text window under "*No Proxy for:*" enter the local FAIM IP address and the Financial Intranet URL for your region separated by commas (,). Enter the *complete* address. For example:
152.123.11.22, abainet.act.faa.gov
 - f. Click on **OK** twice to leave the Netscape **Network Preferences** menu.
- 4) If you are accessing the Financial Intranet for the first time, and are using **Netscape Communicator**:
 - a. Click on **Edit** in the menu bar.
 - b. Select **Preferences**.
 - c. Click on the **+** sign in front of the **Advanced** Category to expand it:
 - d. Click on **Proxies**.
 - e. Select the radio button for *Manual Proxy Configuration*.
 - f. Click on the **View...** button.
 - g. In the **Exceptions** text window under "*Do not use proxy servers for domains beginning with:*" enter the local FAIM IP address and the Financial Intranet URL for your region separated by commas (,). Use the star (*) wildcard designation to designate a family of URLs. For example:
152.123.11.22,*inet.faa.gov

- h. Click on **OK** twice to leave the Netscape **Edit Preference** menu.
- 5) Open the Internet OFMS Homepage: **<http://yourserver/ofms/application.asp>** (use your local server address).
- 6) Bookmark this homepage for later, and continue with the desired application (See Starting NATS).

Starting NATS

The National Automated Travel System is a Web based application. The user must have Internet access to run NATS.

- 1) The user must first, of course, access the **Intranet OFMS Homepage: <http://yourserver/ofms>**
- 2) At the OFMS Homepage, click on the **Applications** button.
- 3) Select the **National Automated Travel System** application from the drop-down menu.
- 4) Choose an action: **Run This Application**.
- 5) Click on "**THIS BUTTON**" in the Applications page to continue.
- 6) Enter your **User ID** and **Password**. Check with your System Administrator or IRM for your ID and password.
- 7) Click on "**Enter**" to start NATS.

Navigating in NATS

Always use the buttons provided with the application; **UPDATE, OK, ADD RECORD, Return to ...**, etc. **NEVER** use the **Forward** or **Back** navigation buttons in the browser itself to navigate between the NATS web pages. Vital information called "session variables" can be lost, resulting in fatal errors within NATS.

Waiting too long (more than about 15 minutes) between actions can also cause a session timeout, causing a loss of session variables.

If a session timeout occurs, NATS displays the code and error message:

8004005: Lost your connection to the db in use.

To re-establish your connection, click **OK**, exit out of the NATS application and return to the OFMS home page. Restart NATS and log on again. You may have to repeat your last data entry before the timeout occurred.

Procedures for the NATS User

NATS Main Menu

System Administrators and NATS Specialists responsible for the travel coordination within a department can access seven functional components of the NATS Main Menu (Figure 2). Click on a menu button to select a specific function. Click on the **Return to ...** button to leave any given page.

The menu options available are:

- **Process Vouchers:** Use **Process Vouchers** to enter new voucher data, locate and edit existing records, and examine excluded and suspended vouchers.
- **Process Travel Orders:** The **Process Travel Order** option provides a means to locate, edit and review Travel Authorizations and suspended Travel Authorizations.
- **Reports:** Creates reports that detail the accounting progress for all vouchers and **GTRs**.
- **Process GTRs:** This option is used to create new **GTRs**, and to locate, edit and review existing GTRs.
- **Process Exceptions:** Use to examine and correct the **Exception File List** entries for both Travel Vouchers and Travel Orders.
- **Administration:** Provides tools to add new users, import and convert Travel Manager and DAFIS data, reconcile any unmatched **Batch Control File (BCF)** records, and reset the system message that displays the date of vouchers currently being processed.
- **Help:** Displays this help system.

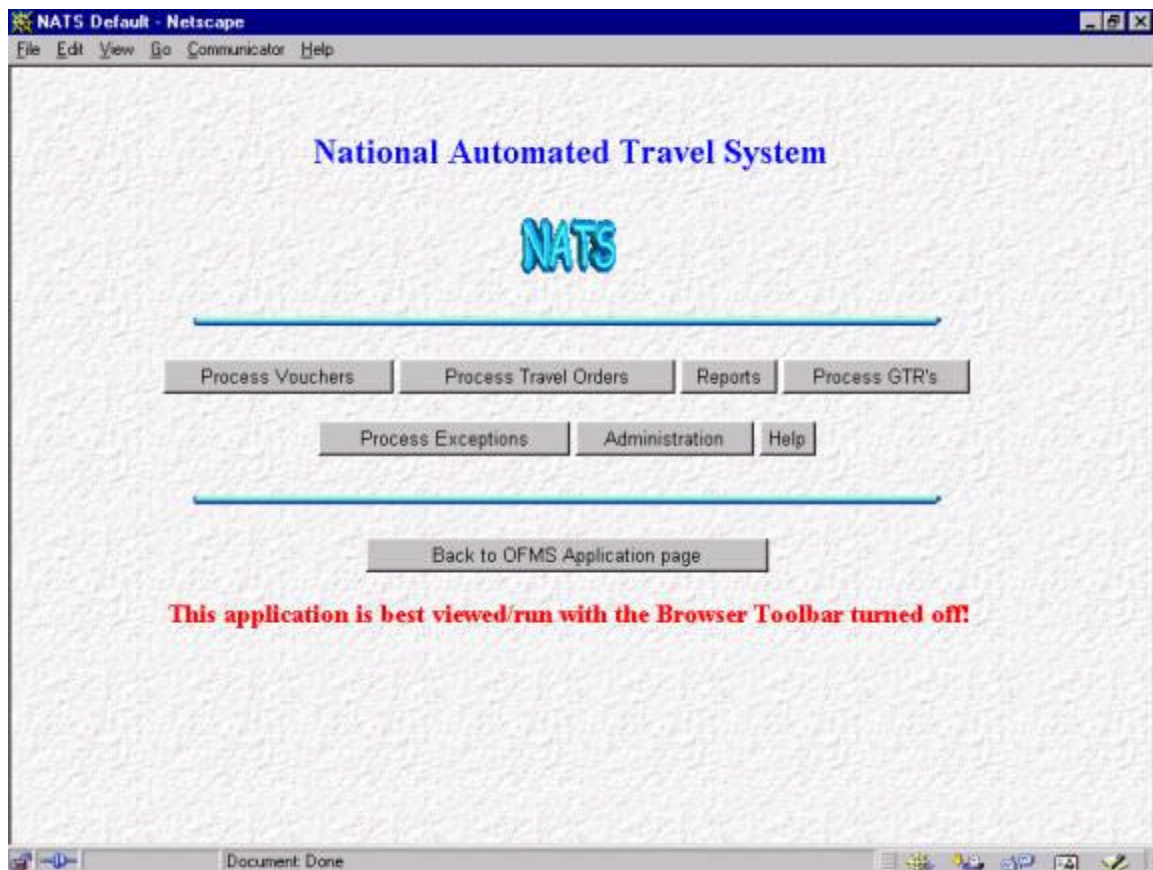


Figure 2 - NATS Main Menu

Process Vouchers menu

The menu options available to users from the **Process Vouchers** (Figure 3) menu are:

- **New Voucher:** to add new voucher records.
- **New Miscellaneous Voucher:** to add new miscellaneous voucher records.
- **Locate Voucher:** to locate existing voucher records.
- **Review Excluded Vouchers:** to review excluded vouchers.
- **Review Suspended Vouchers:** to review suspended vouchers, i.e., vouchers subject to 100% audit (either traveler or voucher > \$2500) or a possible duplicate voucher.



Figure 3 - NATS Process Vouchers menu

New Voucher

The user must already have created a new TO number to enter into the new Travel Voucher record (see the TONG User's Guide).

To create a new Travel Voucher:

- 1) Access the NATS web application.
- 2) Click on **Process Vouchers**.
- 3) Click on **New Voucher**. The first NATS New Voucher Entry screen displays (Figure 4).
- 4) Enter the **Travel Order** number (see **Create a Travel Order Number** to obtain a new number) and the **SSN** (without hyphens). If you have already copied the TO number into memory, paste it in here using the **^V** command, or by selecting **Paste** from the **Edit** option in your browser.

NATS - Voucher Entry - Netscape

File Edit View Go Communicator Help

NATS - New Voucher Entry

To Begin: Enter the Travel Order Number and SSN.

Travel Order:

SSN:

Continue

Back to Process Vouchers

Document Done

Figure 4 - NATS New Voucher Entry (first screen)

- 5) Click on **Continue**. The second NATS New Voucher Entry screen displays (Figure 5). The home Cost Center code, the traveler name and EFT status is filled in from the payroll master file; if the name is not found, the phrase "Not in payroll master" displays.
 - If the traveler name is not found, an additional message displays "Traveler not found in T16."
 - If the traveler has been found but is not set up for EFT, the message displays "Traveler not setup for EFT."
 - If the traveler name has been found and is set up for EFT, the message displays "Traveler setup for EFT."
 - The Control Number is automatically filled in; it cannot be changed, as it is automatically generated for this voucher.
- 6) Enter the **Date From**; this is the first day of travel. Hyphens or slashes are not required in the Date fields.
- 7) Enter the **Date To**; this is the last day of travel.
- 8) Enter the **Amount Claimed** (required).

- 9) In the **Region** field, select a Region from the drop-down list.
- 10) Select the **Doc Type** from the drop-down menu. The Doc Type should correspond with the traveler's Travel Order trip type.
 - (11) **Sin** Single trip
 - (12) **PCS** unused (PCS are not currently processed)
 - (13) **LNC** LOA - No Cost
 - (13) **LC** LOA - Cost
 - (13) **LV** Local Voucher (TO Number is fyssn, the 2 digit fiscal year and the SSN)
 - (17) **CFT** Centrally Funded Training

NATS - New Voucher Entry

Control Number: 00002367 EFT Status: Traveler setup for EFT.

SSN: [] Travel Order: [TO number] Date From: [] Date To: [] Amt. Claimed: []

Name: [DOE, JOHN] Cost Center: [c_cbs] Region: [T - Technical Cntr] Doc Type: [11 - Sin]

Date Received: [] Advance to Apply: [0.00] Rita: ☐ Reclaim: ☐ Trans. Type: [AMEX] GTRs Used: []

RejectCode: [0 - Not Rejected]

Remarks: []

Accounting Classifications for this Voucher:

Accounting String	Amount
[Add/Edit Accounting Strings]	

[Validate GTRs] NOTE: Enter up to 5 GTR's ONLY for Trans Type = GTR

[Add Voucher]

Figure 5 - NATS New Voucher Entry (second screen)

- 11) The **Date Received**, the date when the corresponding Travel Order is received into the NATS system, is not required.
- 12) Enter any monies advanced to the traveler into the **Advance to Apply** field.
- 13) If appropriate, select the **Rita** (Relocation Income Tax Allowance) or **Reclaim** checkbox.
- 14) Select the **Trans Type** (transaction type) from the pull-down menu. The default transaction type is **AMEX** (American Express).

- 15) **GTRs Used:** If any **GTRs** have been issued (and GTR was selected in the Trans Type field), enter them here.
- 16) If any **GTRs** have been entered in the GTRs Used field, click on **Validate GTRs** to ensure that each GTR can be correlated with an existing GTR previously entered into the database. (Click on **Return to 'Locate Vouchers'** to continue.) ****Check this****
- 17) Select the **Reject Code** from the pull-down menu. The default is '0 – Not Rejected'.
- 18) Enter any remarks or comments that will help identify the nature of the travel and charges in the **Remarks** field.
- 19) Click on **Add/Edit Accounting Strings**. The Add New Voucher Accounting Classifications screen displays the accounting code strings available for the authorization process and the amount of money allocated to them.
- 20) Click on the appropriate **Accounting String(s)** to assign it to the voucher. The accounting code elements populate the fields below.
- 21) Enter the **Amount** in the last field.
Note: The total of all the Amounts claimed in all vouchers must equal the total **Amount Available** assigned to this accounting string.
- 22) Click on **Update Acct String**. The screen shows two tables of strings for this voucher:
 - the first table contains the accounting codes available to this Travel Order number, and
 - the second table contains the accounting codes assigned to this voucher.Notice that the accounting code string for the Travel Order number has been decreased by the amount claimed in the last voucher entry.
- 23) When finished, click on **Return to Add Voucher**.
- 24) Click on **Add New Voucher**.
- 25) Click on **Back to 'Process Vouchers'** to return to the Process Vouchers screen, or **Add Another Voucher** to continue adding vouchers.
- 26) Click on **Back to NATS homepage** to return to the NATS Main Menu.

New Miscellaneous Voucher

This option is for adding reimbursements for tuition (not CMD or Oklahoma training), books, local mileage, home phone use for business purposes, etc.

To create a new Miscellaneous Voucher:

1. Access the NATS web application.
2. Click on **Process Vouchers**.
3. Click on **New Miscellaneous Voucher**. The first NATS New Miscellaneous Voucher Entry screen displays (Figure 6).

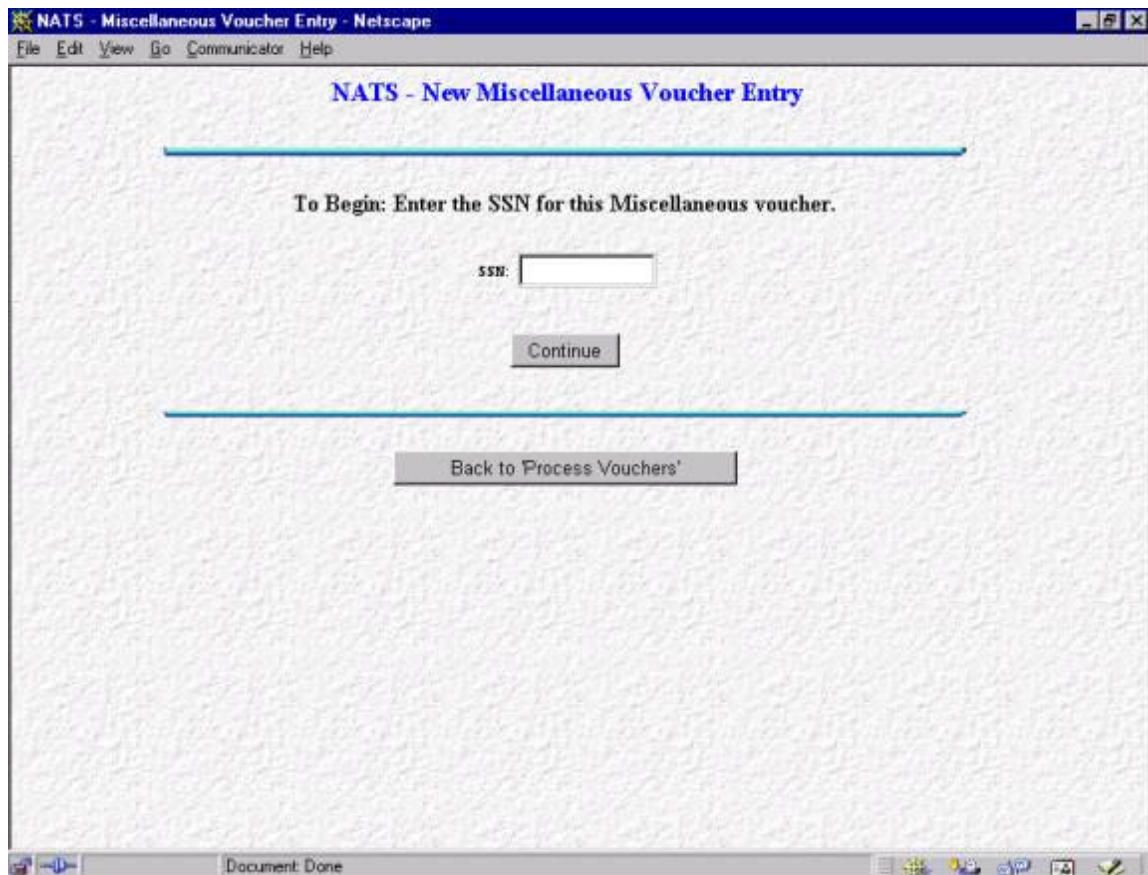


Figure 6 - NATS New Miscellaneous Voucher Entry (first screen)

4. Enter the traveler's **SSN** (without hyphens).
5. Click on **Continue**. The second NATS New Miscellaneous Voucher Entry screen displays (Figure 7). The home Cost Center code, the traveler name and EFT status is filled in from the payroll master file; if the name is not found, the phrase "Not in payroll master" displays.
 - If the traveler name is not found, an additional message displays "Traveler not found in T16."
 - If the traveler has been found but is not set up for EFT, the message displays "Traveler not setup for EFT."
 - If the traveler name has been found and is set up for EFT, the message displays "Traveler setup for EFT."
 - The Control Number is automatically filled in; it cannot be changed, as it is automatically generated for this voucher.
 - If the home Cost Center is not found, 5 question marks will be displayed in the field.

NATS - New Miscellaneous Voucher Entry

Control Number: 00002367 EFT Status: **Traveler not found in T16.**
EFT Status unknown.

SSN: 156404261 Travel Order: 00156404261M Date From: Date To: Amt. Claimed:

Name: (Not in AdditionalTravelers) Cost Center: (?????) Region: (T - Technical Cntr) Doc Type: (Select)

Date Received: Reclaim: ☐ Trans. Type: (LOCAL) RejectCode: (0 - Not Rejected)

Remarks:

Accounting Classifications for this Voucher:

Accounting String	Amount
<input type="text"/>	<input type="text"/>

Add/Edit Accounting Strings

Add Voucher

Back to 'Process Vouchers'

Figure 7 - NATS New Miscellaneous Voucher Entry (second screen)

6. Enter the **Date From**; this is the beginning of the time frame of the expense. Hyphens or slashes are not required in the Date fields.
7. Enter the **Date To**; this is the end of the time frame of the expense. NOTE: for tuition, books, phone bills, etc., it is best to enter the same date in both the FROM and TO fields to eliminate overlapping travel dates.
8. Enter the **Amount Claimed** (required).
9. In the **Region** field, select a Region from the drop-down list.
10. Select the **Doc Type** from the drop-down menu. The Doc Type should correspond with the traveler's Travel Order trip type.

(11) Sin	Single trip
(13) LV	Local Voucher (TO Number is fyssn, the 2 digit fiscal year and the SSN)
(17) CFT	Centrally Funded Training
(33) Misc	Miscellaneous
11. The **Date Received**, the date when the voucher is received into the NATS system, is not required.
12. If appropriate, select the **Reclaim** checkbox.

13. Select the **Trans Type** (transaction type) from the pull-down menu. The default transaction type is **AMEX** (American Express).
14. Select the **Reject Code** from the pull-down menu. The default is '0 – Not Rejected'.
15. Enter any remarks or comments that will help identify the nature of the travel and charges in the **Remarks** field.
16. Click on **Add/Edit Accounting Strings**. The Add Miscellaneous Voucher Accounting Classifications screen is displayed. Enter the accounting string data. In the **Amount** field, the amount entered must match the amount entered in the **Amt. Claimed** field of the previous screen, NATS New Miscellaneous Voucher Entry. When finished, click the **Add Acct String** button.
 - If the accounting string does not pass the editor, the message '**The Accounting String did NOT pass the editor. Try again.**' will be displayed, along with information pertaining to the invalid data. Correct the invalid information and click the '**Add Acct String**' button. When the accounting string is correct and has passed the editor, click the **Return to 'Add New Voucher'** button.
 - If the accounting string passes the editor, the message '**The Accounting String passed the editor & was added.**' will be displayed above the accounting string. Click the **Return to 'Add New Voucher'** button.
17. Note: more than one accounting string may be added to a voucher. If you want to change an existing accounting string, click on the accounting string, make the changes in the edit row. Click on **Update Acct String**. The screen shows two tables of strings for this voucher:
 - the first table contains the accounting codes available to this Travel Order number, and
 - the second table contains the accounting codes assigned to this voucher.

Notice that the accounting code string for the Travel Order number has been decreased by the amount claimed in the last voucher entry.
18. When finished, click on **Return to Add Miscellaneous Voucher**.
19. Click on **Add New Miscellaneous Voucher**.
20. Click on **Back to 'Process Vouchers'** to return to the Process Vouchers screen, or **Add Another Voucher** to continue adding miscellaneous vouchers.
21. Click on **Back to NATS homepage** to return to the NATS Main Menu.

Locate Voucher

The **Locate Voucher** function is used to find voucher records for a specific SSN.

When an SSN is entered, it is used to find the corresponding employee record in the Payroll Master File. The data fields in the voucher screen are then filled with the employee information.

Note: Vouchers that do not have a corresponding employee name in the payroll file will display the message "Not in payroll mast(er)" in the name field. This information will need to be entered into the DAFIS T16 table manually.

To find a Travel Voucher:

- 1) Access the NATS web application.

- 2) Click on **Process Vouchers**.
- 3) Click on **Locate Vouchers**. The NATS Locate Travel Vouchers screen (Figure 8) will be displayed.

NATS - Locate Vouchers - Netscape

File Edit View Go Communicator Help

NATS
Locate Travel Vouchers

Please Enter a SSN for the Traveler. SSN:

Continue

Return to Process Vouchers

Document: Done

Figure 8 - NATS Locate Travel Vouchers screen

- 4) Enter the **SSN** of the traveler whose vouchers you wish to find. All vouchers are displayed in descending order by Control Number.
- 5) To examine a voucher, click on the Control Number in the **CtrlNbr** column. To return to the Locate Vouchers screen, click on the **Return to 'Locate Vouchers'** button at the bottom of the screen.
- 6) To return to the Process Vouchers screen, click on the **Return to 'Process Vouchers'** button at the bottom of the screen.

To change a Travel Voucher:

Vouchers that have been uploaded to DAFIS cannot be changed. If a voucher has already been sent to DAFIS, an amendment will have to be made to the voucher. See XXXXXXXXXXXX.

To change a Travel Voucher **prior** to uploading it to DAFIS:

- 1) Access the NATS web application.
- 2) Click on **Process Vouchers**.
- 3) Click on **Locate Vouchers**.
- 4) Enter the **SSN** of the traveler whose vouchers you wish to change. All vouchers are displayed in descending order by Control Number. Click **Next** to see any successive pages.
- 5) Click on the Control Number in the **CtrlNbr** field of the voucher you wish to change.
- 6) Change the data elements as needed; click on the accounting code string and edit it, if necessary.
- 7) Click on **Update Acct String** to save any accounting code string changes, or to allocate another part of the Travel Order funds.
- 8) Click on **Update Voucher Record** if any changes have been made to the voucher.
- 9) Click on the accounting code string to edit it, if necessary.
- 10) If the accounting code string has been edited, or more have been added, click on **Update Acct String**.
- 11) Click on **Return to Edit Voucher** to leave the Edit Voucher Accounting Classifications screen.
- 12) Click on **Return to Process Vouchers** to leave the Edit Voucher screen.

Review Excluded Vouchers

Vouchers associated with an advance payment or with a PCS document (Permanent Change of Station) are excluded from the working voucher list.

To review excluded vouchers:

- 1) Access the NATS web application.
- 2) Click on **Process Vouchers**.
- 3) Click on **Review Excluded Vouchers**. A list of excluded vouchers is displayed. The **Excluded Status** field indicates the reason the voucher is excluded.
- 4) Click on any Control Number in the **CtrlNbr** column to examine that record. The Edit Voucher screen is displayed. Click on **Return to 'Excluded Vouchers'** to return to the previous screen.
- 5) Click on **Return to 'Process Vouchers'** to return to the Process Vouchers screen.

Review Suspended Vouchers

Some vouchers are suspended in preparation for auditing prior to transmission to DAFIS.

A voucher is suspended if:

- The user is listed in the 100% audit list,
- the voucher is more than \$2500,
- or the voucher has a reject code other than '0' (a '0' indicates 'not rejected').

To review the suspended vouchers:

- 1) Access the NATS web application.
- 2) Click on **Process Vouchers**.
- 3) Click on **Review Suspended Vouchers**. A table of suspended vouchers is displayed. The **Suspended Status** field indicates why the voucher record should be audited.
- 4) Click on any Control Number in the **CtrlNbr** to examine that record. The Edit Voucher screen is displayed. Click on **Return to 'Suspended Vouchers'** to return to the previous screen.
- 5) Click on **Return to 'Process Vouchers'** to return to the Process Vouchers screen.

Process Travel Orders menu

The user can request a complete list of all Travel Order records for a specific SSN, or can enter a specific TO number to locate a specific Travel Order.

The menu options available from the **Process Travel Orders** menu (Figure 9) are:

- **Add New TO**: to add a new Travel Order record.
- **Maintenance**: to locate an existing Travel Order record.
- **Review Suspended TOs**: to review suspended Travel Orders.

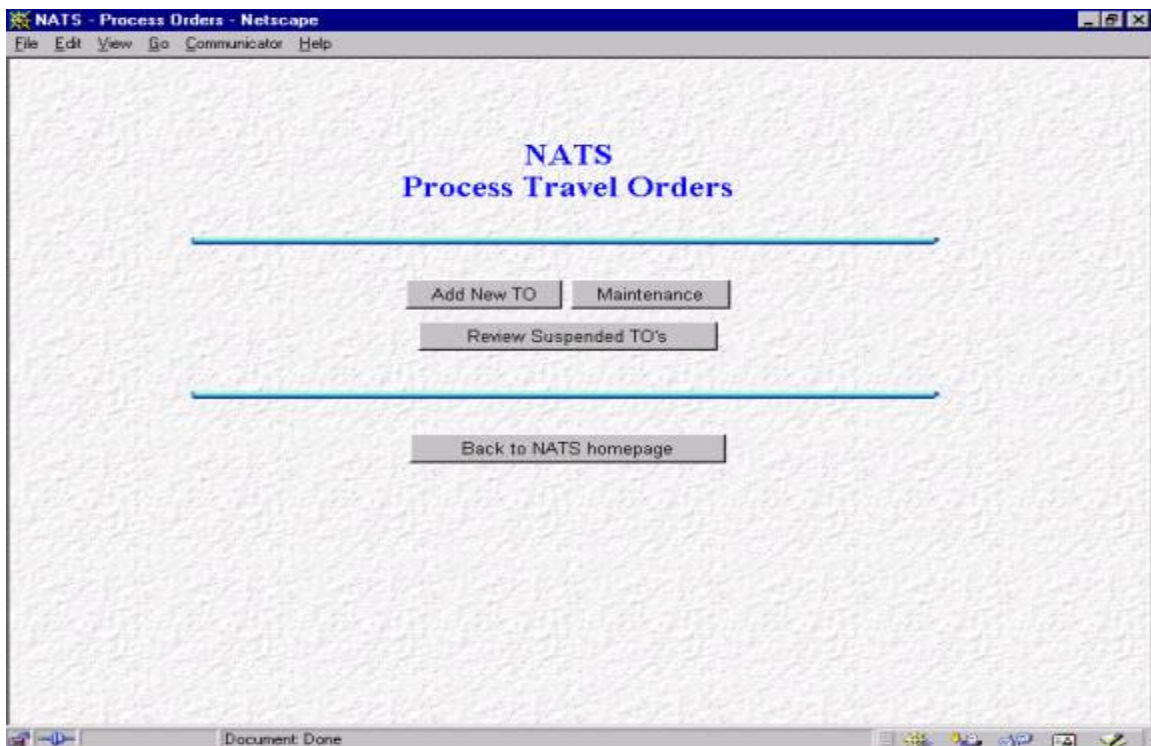


Figure 9 - NATS Process Travel Orders menu

Add New TO

A Travel Order must have a Travel Order Number. Before using this function, be sure to create a new TO Number (see the TONG User's Guide).

To create a new Travel Order:

- 1) Access the NATS web application.
- 2) Click on **Process Travel Orders**.
- 3) Click on **Add New TO**. The NATS Add New TO screen will be displayed (Figure 10).

The screenshot shows a web browser window titled "NATS - Add New T.O. - Netscape". The page content is titled "NATS - ADD NEW T.O." and contains a form with the following fields and controls:

- Travel Order:** A text input field.
- Trip Type (Required):** A drop-down menu with "11 - Single Trip" selected.
- SSN:** A text input field.
- Begin Travel Date:** A text input field.
- End Travel Date:** A text input field.
- Date Received:** A text input field.
- Amount:** A text input field.
- Advance Amt:** A text input field.
- Region:** A drop-down menu with "T - Technical Cntr" selected.
- Date Assessed:** A text input field.
- Date Rejected:** A text input field.
- RejectCode:** A drop-down menu with "0 - Not Rejected" selected.
- Remarks:** A large text area.

Below the form are three buttons: "Add Accounting String", "Add TO Record", and "Return to Process Travel Orders". A red note on the right side of the form states: "Suspended Status will be set by the system."

Figure 10 - NATS Add New TO screen

- 4) Enter the new Travel Order Number acquired from the TO Number Generator in the **Travel Order** field. If you have already copied the TO number into memory, paste it in here using the **^V** command, or by selecting **Paste** from the **Edit** option in your browser. Lower case letters are converted into uppercase when they are entered into the TO database.
- 5) Select the **Trip Type** from the drop-down menu.

Note: The 12th character in the TO number must match the defined trip type. If, for example, the TO number ends with an 'S,' the defined trip type must be 'Single Trip'.

S (11) Single trip
L (13) LOA cost
T (17) CFT (Centrally Funded Training)
P (12) PCS

If the 11th character is numeric, and the 12th character is blank, it indicates:

(13) LOA no cost

- 6) Enter the **SSN** without hyphens.
 - 7) Enter a **Begin Travel Date**. This is the date that the Travel Order will become effective. Hyphens are not required in the Date fields.
 - 8) Enter an **End Travel Date**.
 - 9) The **Date Received** (the date when this TO is received into the NATS system) is not required.
 - 10) Enter the **Amount**. Decimals are not required, as long as zeros or other values are entered for the decimal values (50 dollars would be entered as 5000).
 - 11) If there has been money advanced towards paying this travel bill, enter the amount in the **Advance Amt** field. Travel Orders reflecting an advance amount will be placed in suspended status. Procedures for handling travel advances are still under development, and are currently processed by hand.
 - 12) In the **Region** field, select a Region from the drop-down list.
 - 13) If appropriate, enter the **Date Amended**.
 - 14) If appropriate, enter the **Date Rejected**.
 - 15) Select the **Reject Code** from the pull-down menu. The default is '0 – Not Rejected'.
 - 16) Enter any remarks or comments regarding this Travel Order in the **Remarks** field.
 - 17) Click on **Add Accounting String**. This is required to complete the Authorization.
 - 18) Enter the required data elements specific to your region and project (see About the Data Elements).
 - 19) Enter the **Amount**. Enter the entire amount without a decimal (50 dollars is entered as 5000).
- Note:** The total amount of all the accounting strings must not exceed the total amount of the TO.
- 20) Click on **Add Accounting String**. The Editor will examine the string of codes. If the accounting code is correct, it displays at the top of the screen. If the Accounting Code does not pass the Editor, an error message displays and provides another Accounting Code edit screen.
 - 21) If necessary, create another accounting string, and add it to the TO by clicking **Add Accounting String** again. The total of the amounts entered should equal the total value of the TO.
 - 22) Click on **Add New TO** to add this new Travel Order record to the database.

Maintenance

The **Maintenance** option in the Process Travel Orders menu is used to locate, review or change a

Travel Order.

To locate a Travel Order:

- 1) Access the NATS web application.
- 2) Click on **Process Travel Orders**.
- 3) Click on **Maintenance**. The Travel Order Maintenance screen will be displayed (Figure 11).

NATS - Maintain TravelOrders - Netscape

File Edit View Go Communicator Help

NATS
Travel Order Maintenance

Please Enter one of the following:

SSN for the traveler:

TO Number:

Continue

Return to Process Orders

Document Done

Figure 11 - NATS Travel Order Maintenance screen

- 4) Enter the **SSN** of the traveler whose Travel Orders you wish to find. You may also enter the **TO Number** to find a specific Travel Order.
- 5) Click on **Continue**.
- 6) Examine the Travel Order Numbers listed in the **TrvAuthNbr** column.
- 7) Click on a Travel Order Number to review the Travel Order record. To return to the previous screen, click on **Return to 'Maintain Travel Orders'**.
- 8) Click on **Return to 'Process Orders'** to return to the Process Travel Orders screen.
- 9) Click on **Back to NATS homepage** to return to the NATS Main Menu.

Travel Orders can only be changed **prior** to their upload to DAFIS.

To change a Travel Order:

- 1) Access the NATS web application.
- 2) Click on **Process Travel Orders**.
- 3) Click on **Maintenance**.
- 4) Enter the **SSN** and **TO Number** of the traveler whose Travel Orders you wish to change.
- 5) Click on **Continue**. A list of Travel Orders (if any) will display; examine the Travel Order Numbers under **TrvAuthNbr**.
- 6) Click on a Travel Order number in the **TrvAuthNbr** column to display the Travel Order record.
- 7) Make the desired changes in the Travel Order.
- 8) Click on an Accounting String link to edit it. Selecting an Accounting String displays it at the top of the screen; these links populate the Accounting Code edit boxes. Change the data elements as needed. Re-enter the **Amount**. **Note:** Do not exceed the total value of the Travel Order. Click on **Update Accounting String**. The Accounting String will reflect the new values. Click on **Update TO Record**. Note: You may use the **Delete Accounting String** button to delete an accounting string, but you must replace it with a new accounting string and then click the **Add Accounting String** button.
- 9) Click on **Return to 'Maintain Travel Orders'**.
- 10) If needed, click on **Try another SSN** to locate another traveler's Travel Orders.
- 11) Click on **Return to 'Process Orders'** to return to the Process Travel Orders screen.
- 12) Click on **Back to NATS homepage** to leave the Travel Orders process.

Review Suspended TOs

Some Travel Orders are suspended in preparation for auditing prior to transmission to DAFIS.

A Travel Order is suspended if:

- the user is listed in the 100% audit list,
- the TO is more than \$2500, or
- the TO has a reject code other than '0' (a '0' indicates 'not rejected').

To review and/or edit the suspended Travel Orders:

- 1) Access the NATS web application.
- 2) Click on **Process Travel Orders**.
- 3) Click on **Review Suspended TOs**. A table of suspended Travel Orders is displayed. The **Suspended Status** field indicates why the voucher record should be audited.
- 4) Click on the Control Number in the **CtrlNbr** field to examine a specific record. The **NATS – Edit TO** screen will be displayed. The record may be edited at this time. When you have completed making changes, click on **Update TO Record** to save the changes.
- 5) Click on **Return to 'Review Suspended TOs'** to return to the previous screen.
- 6) Click on **Return to 'Process Travel Orders'** to return to the NATS - Process Travel Orders menu.

Reports menu

NATS provides a reporting system for Users. The following reports are available from the Reports menu (Figure 12):

- **Voucher Certification Report.**
- **Stat Sample.** The **Statistical Sample Report** is a versatile system for creating random sample lists. The user can define the type of vouchers to be included. The vouchers can be sorted by SSN or by name. It numbers each entry while you select the number to start and the sample frequency (e.g., one in ten, or one in twenty).
- **Rejected Vouchers.** The **Rejected Vouchers Report** lists the vouchers that the accounting office has rejected and returned to the traveler.
- **Overlapping Travel Dates.** The Overlapping Travel Dates Report lists the vouchers for individuals wherein the travel dates overlap.
- **Average Processing Time Report.** The Average Processing Time Report displays the total number of vouchers processed, reclaimed, and imported from Travel Manager, and the minimum, maximum, and average processing time (in days), sorted by Doc Type. This report may also be sorted and displayed by username (EnteredBy).

Use **File/Print Setup** to print multiple copies of the reports.

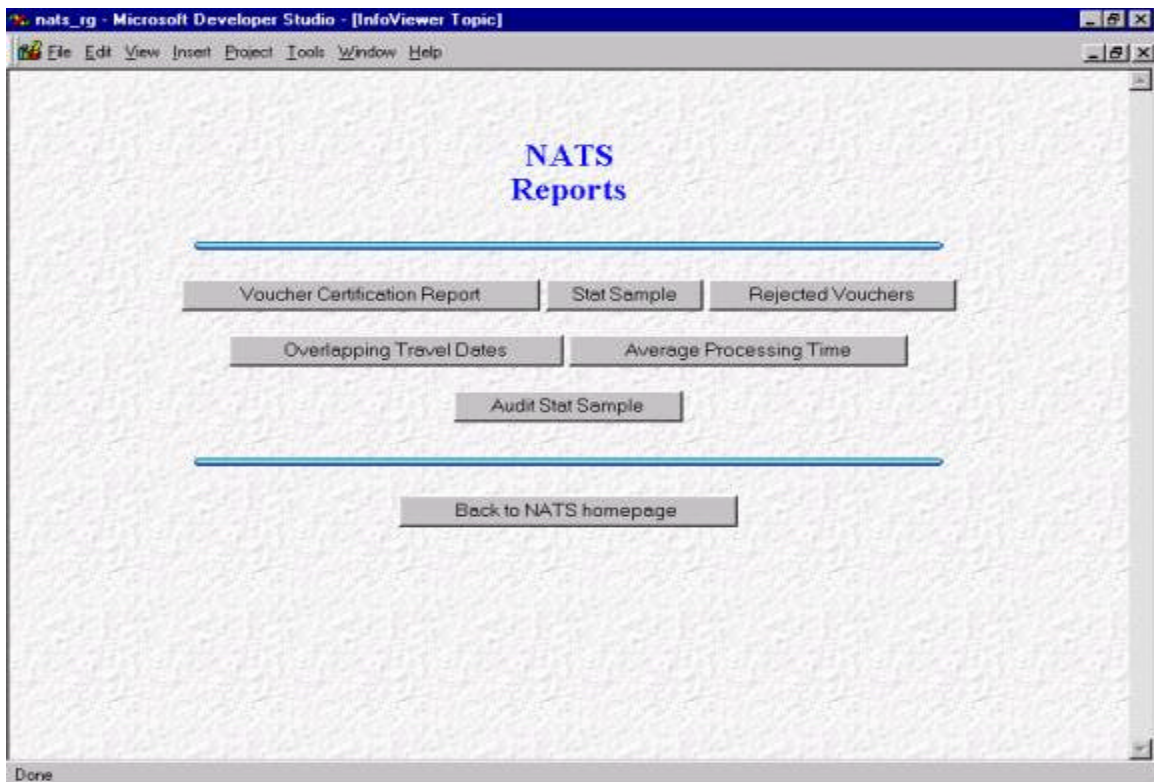


Figure 12 - NATS Reports menu

Voucher Certification Report

Use the Voucher Certification Report function for internal audits. This process retrieves record batches based on the DAFIS Export date.

The Certification or Batch ID is derived from the Julian day and the transmission number created that day. For example, if three processes were run on August 5th, 1998 (Julian day 217), the generated Batch IDs would be 21701, 21702, and 21703. Julian days under 100 will start with a 0; January 12th would be 012xx.

To print a report of the vouchers exported in a specific batch:

- 1) Access the NATS web application.
- 2) Click on **Reports**.
- 3) Click on **Voucher Certification**. The Voucher Certification Report Selection Criteria screen will be displayed (Figure 13).

NATS - Certification Report - Netscape

File Edit View Go Communicator Help

**NATS
Voucher Certification Report
Selection Criteria**

For the most recent date's batches, leave both boxes blank.
For One day, enter From date. For Date range, enter both dates.
For All batches, enter * in From box.

Batch Date Range(mmddyy)

From:

To:

Get List

Back to Reports

Document: Done

Figure 13 - NATS Voucher Certification Selection Criteria screen

- 4) To print out all the batches, put an asterisk (*) in the **From** field.
- 5) To print out the most recent day's batches, leave both date fields empty.
- 6) To print out one specific day's batches, enter a date in the **From** date field.

- 7) To print out batches within a specific timeframe, enter the beginning (**From**) and ending (**To**) dates. The date format is MMDDYY; slashes may be used.
- 8) Click on **Get List**. The Voucher Certification Reports by Transmission Number screen is displayed (Figure 14).

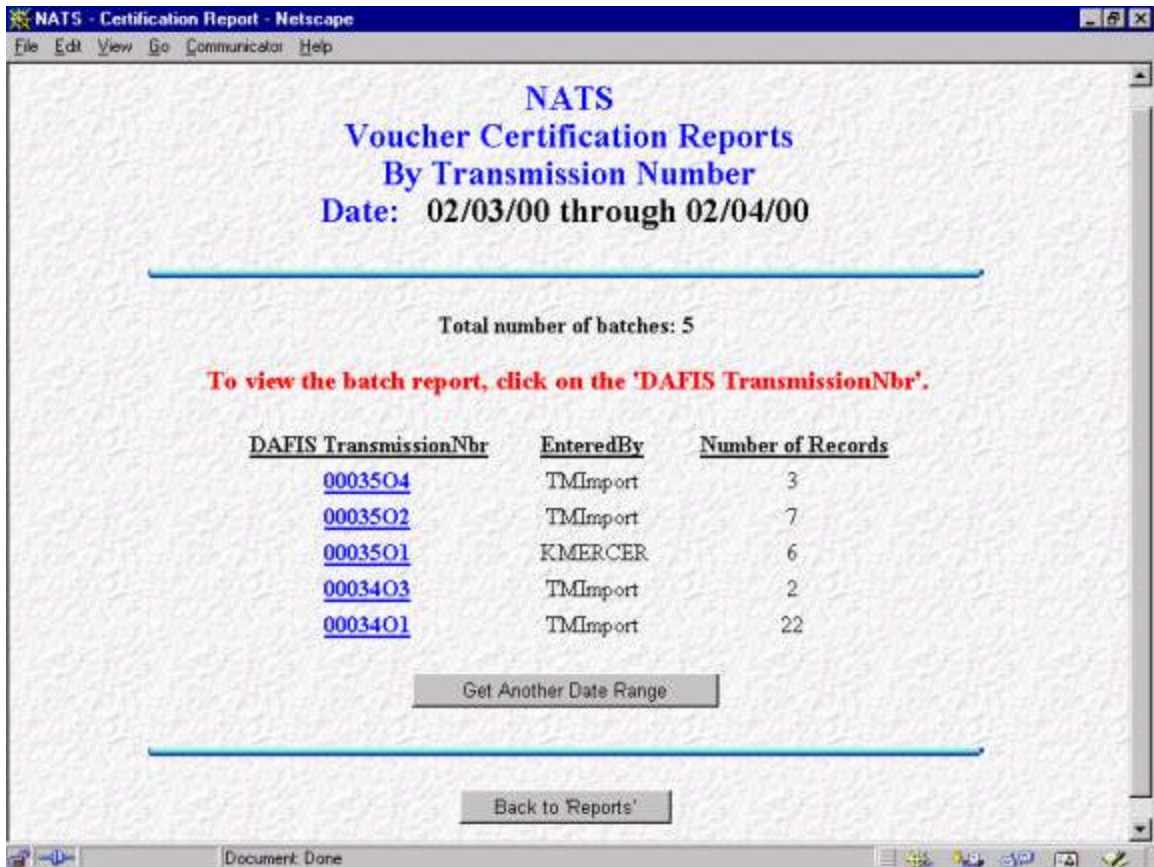


Figure 14 - NATS Voucher Certification Reports By Transmission Number screen

- 9) Click on a Batch Number in the **DAFIS TransmissionNbr** column to review the Voucher Certification Report for that specific batch.
- 10) Click on **Print** under the browser's **File** option to print a hardcopy of the records.
- 11) Click on **View another batch** to go back to the Voucher Certification Reports screen and choose another batch.
- 12) Click on **Get Another Date Range** to return to the selection criteria screen and repeat the search process.
- 13) Click on **Back to 'Reports'** to return to the **Reports** main menu and select another report type.

Stat Sample

A Statistical Sample report provides the data for a post-audit of Vouchers. To create the report:

- 1) Access the NATS web application.
- 2) Click on **Reports**.
- 3) Click on **Stat Sample**. The Statistical Sample Report Selection Criteria screen is displayed (Figure 15).

The screenshot shows a Netscape browser window titled "NATS - Stat Sample Report - Netscape". The main content area displays the "NATS Statistical Sample Report Selection Criteria" form. The form includes several sections: "Include these:" with checkboxes for Doc. Types (11, 12, 13, 17), "Include these:" with checkboxes for "> \$2500" and "GTRs", "Sort by:" with radio buttons for Name, CtrINbr, and SSN, and "Date Range(mmmddyy):" with "From" and "To" input fields. Below these sections are two buttons: "Start Report" and "Back to Reports'". The browser's status bar at the bottom shows "Document Done".

Figure 15 - NATS Statistical Sample Report Selection Criteria screen

- 4) Select the particular records to be included;
- Doc Types (choose one or more),
 - amount claimed over \$2,500 (if not checked, only amounts claimed of less than \$2500 are included),
 - those TO's that use GTRs,
 - or those with travel to and from dates (FromDate and ToDate) within a specific time frame.

Select the sort criteria. The records can be displayed in ascending order sorted by:

- Name,
- Control Number, or
- SSN.

- 5) Click on **Start Report**.
- 6) Click on **Print** under the **File** menu option to print a hardcopy of the records.
- 7) Click on **Get Another Report** to return to the selection criteria screen and repeat the search process.
- 8) Click on **Back to 'Reports'** at the bottom of the screen to return to the **Reports** main menu.

Rejected Vouchers

The Rejected Vouchers report lists the vouchers that the accounting office has rejected and returned to the traveler. To create the report:

- 1) Access the NATS web application.
- 2) Click on **Reports**.
- 3) Click on **Rejected Vouchers**. The Rejected Vouchers Report Selection Criteria screen is displayed (Figure 16).
- 4) Enter the From and To dates. These dates indicate the Voucher Rejected Date (RejDate) found in each voucher record. Click on **Start Report**.
- 5) Click on **Print** under the **File** menu option to print a hardcopy of the records.
- 6) Click on **Get Another Report** to return to the selection criteria screen and repeat the search process.
- 7) Click on **Back to 'Reports'** at the bottom of the screen to return to the **Reports** main menu.

NATS - Rejected Vouchers Report Criteria - Netscape

File Edit View Go Communicator Help

NATS
Rejected Vouchers Report
Selection Criteria

Reject Date Range(mmddyy)
From:
To:

Document: Done

Figure 16 - NATS Rejected Vouchers Report Selection Criteria screen

Overlapping Travel Dates

The Overlapping Travel Dates report lists the vouchers for individuals wherein the travel dates overlap. To create the report:

- 1) Access the NATS web application.
- 2) Click on **Reports**.
- 3) Click on **Overlapping Travel Dates**. The Overlapping Travel Dates Report Selection Criteria screen will be displayed (Figure 17).
- 4) Enter the From and To dates. These dates indicate the From (FromDate) and To (ToDate) travel dates found in each voucher record.
- 5) Click on the **Reclaim Flag** box to include only voucher records in which the reclaim flag has been set.
- 6) Click on **Start Report**. The Overlapping Travel Dates Report will be displayed on the screen.
- 7) Click on **Print** under the **File** menu option to print a hardcopy of the records.
- 8) Click on **Get Another Report** to return to the selection criteria screen and repeat the search process.
- 9) Click on **Back to 'Reports'** at the bottom of the screen to return to the **Reports** main menu.

NATS - Overlapping Travel Dates Report Criteria - Netscape

File Edit View Go Communicator Help

NATS
Overlapping Travel Dates Report
Selection Criteria

Travel Date Range(mmddyy)

From:

To:

Reclaim Flag: ☐

Start Report

Back to Reports

Document: Done

Figure 17 - NATS Overlapping Travel Dates Report Selection Criteria screen

Average Processing Time

The Average Processing Time report displays the total number of vouchers processed, reclaimed, and imported from Travel Manager, and the minimum, maximum, and average processing time (in days), sorted by Doc Type. This report may also be sorted and displayed by username (EnteredBy). To create the report:

- 13) Access the NATS web application.
- 14) Click on **Reports**.
- 15) Click on **Average Processing Time**. The Average Voucher Processing Time Report Selection Criteria screen is displayed (Figure 18).

NATS
Average Voucher Processing Time Report
Selection Criteria

Process Date Range(mmddyy)
From:
To:
Group by: ☒ Doc Type
☐ Entered By

Start Report

Back to Reports

Figure 18 - NATS Average Voucher Processing Time Report Selection Criteria screen

- 16) Enter the From and To dates. These dates indicate the process date (DafisToDate) found in each voucher record.
- 17) Click on **Start Report**.
- 18) Click on **Print** under the **File** menu option to print a hardcopy of the records.
- 19) Click on **Get Another Report** to return to the selection criteria screen and repeat the search

process.

20) Click on **Back to 'Reports'** at the bottom of the screen to return to the **Reports** main menu.

Process GTRs menu

Government Transportation Requests (GTRs) are a "blank ticket" issued by the Financial Program Analyst or other accounting supervisor to finance the traveling needs of an employee. The **GTR** code format is one alpha character (A - Z) followed by 7 numerals.

The menu options available to users from the **Process GTRs** menu (Figure 19) are:

- **Query/Maintenance**: to review and/or change GTR records.
- **New GTR**: to add a new GTR record.

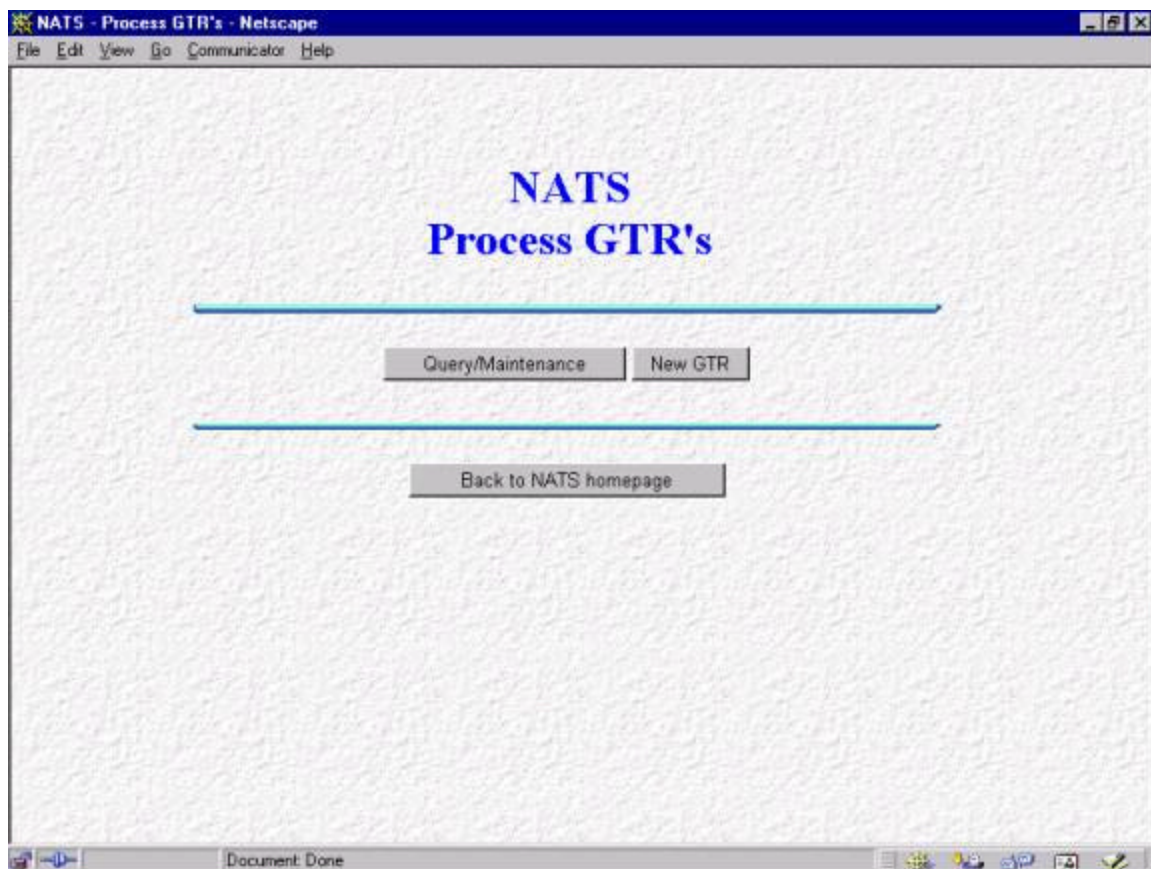


Figure 19 - NATS Process GTRs menu

Query/Maintenance

The **Query/Maintenance** option in the Process GTRs menu is used to locate and review or change a GTR. To locate a GTR:

- 1) Access the NATS web application.
- 2) Click on **Process GTRs**.
- 3) Click on **Query/Maintenance** to display the GTR Maintenance screen (Figure 20).
- 4) Enter the **SSN** of the traveler whose GTRs you wish to find. You may also enter the **GTR number** to find a specific GTR.
- 5) Click on **Continue**.
- 6) Examine the GTR numbers listed in the **GTR** column.

NATS - GTR Maintenance - Netscape

File Edit View Go Communicator Help

**NATS
GTR Maintenance**

Please Enter one of the following:

SSN for the traveler:

GTR Number:

Continue

OR Review GTRs by ActionCode:

Lost Reissued Used Void

Return to Process GTRs

Document: Done

Figure 20 - NATS GTR Maintenance screen

- 7) Click on a GTR number to review a specific GTR record. The Edit GTR screen will be displayed. The information in any field may be changed. To save changes, click the **Update** button. If the **Void this GTR** button is clicked, the record will be marked 'V- Void' in the Action Code field. To return to the previous screen, click on **Return to 'GTR Maintenance'**.
- 8) Click on **Return to 'Process GTRs'** to return to the Process GTRs screen.

- 9) Click on **Back to NATS homepage** to return to the NATS Main Menu.

New GTR

The **New GTR** option in the Process GTRs menu is used to add a new GTR record. To create a new GTR:

- 1) Access the NATS web application.
- 2) Click on **Process GTRs**.
- 3) Click on **New GTR** to display the Add New GTRs screen (Figure 21).

Figure 21 - NATS Add New GTRs screen

- 4) Enter the new GTR number and the date issued in the appropriate fields. Both of these fields require input. You may also enter the name and SSN of the traveler, and the date used and action code, if applicable. Click the **ADD this GTR** button to add the record to the database. A message confirming that the record has been added will be displayed at the top of the screen.
- 5) Click on **Return to Process GTRs** to return to the Process GTRs screen.
- 6) Click on **Back to NATS homepage** to return to the NATS Main Menu.

Process Exceptions menu

Travel Orders and Vouchers are checked for validity when they are imported from Travel Manager, and when they are exported to DAFIS. Those records with invalid data (such as missing or incorrect accounting code strings, etc.) are called **Exceptions**. These records are held back from uploading to DAFIS until they have been corrected.

The menu options available to users from the **Process Exceptions** menu (Figure 22) are:

- **Process TO Exceptions:** to review and/or update Travel Order exception records.
- **Process Voucher Exceptions:** to review and/or update Voucher exception records.

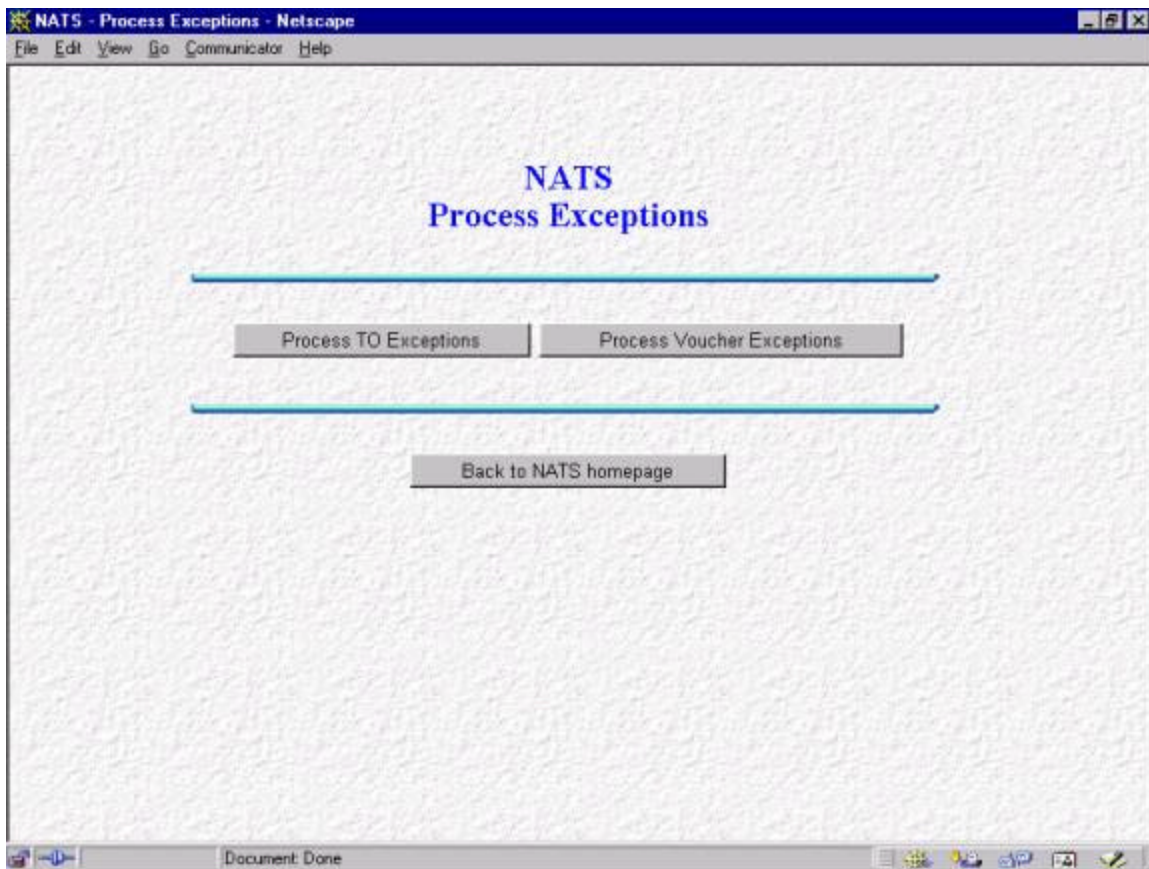


Figure 22 - NATS Process Exceptions menu

Process TO Exceptions

To find and correct Travel Order Exceptions:

- 1) Access the NATS web application.
- 2) Click on **Process Exceptions**.

- 3) Click on **Process TO Exceptions**. A list of invalid Travel Orders displays with the corresponding error codes. Make note of the error(s) listed.
- 4) Click on the Travel Order number in the **TrvAuthNbr** field to display the Edit TO screen and correct the data.
- 5) Click on the accounting code string to edit it, or . . .
- 6) Click on **Add a New Acct String** to add a new one.
- 7) Make the necessary changes to the invalid data according to the listed errors.
- 8) Click on **Update Acct String** if there have been any changes. This flags the record as no longer being on the Exceptions list.
- 9) Click on **Update TO Record** to save the changes.
- 10) Click on **Return to 'Process Exceptions'** to return to the Process Exceptions menu.

Once the exceptions have been corrected, they can be uploaded back to DAFIS. To view the corrected records before they are uploaded:

- 1) Access the NATS web application.
- 2) Click on **Process Exceptions**.
- 3) Click on **Process TO Exceptions**
- 4) Click on **Review Edited TO Exceptions**. The corrected exceptions, if any, will display.
- 5) Click on **Return to 'Process TO Exceptions'** to return to the Process TO Exceptions screen.
- 6) Click on **Return to 'Process Exceptions'** to return to the Process Exceptions menu.
- 7) Click on **Back to NATS homepage** to leave this screen.

Process Voucher Exceptions

To find and correct Travel Voucher Exceptions:

- 1) Access the NATS web application.
- 2) Click on **Process Exceptions**.
- 3) Click on **Process Voucher Exceptions**. A list of invalid Vouchers displays with the corresponding error codes. Make note of the error(s) listed.
- 4) Click on the Control number in the **CtrINbr** number field to display the Edit Voucher screen and correct the data.
- 5) Click on the accounting code string to edit it, or . . .
- 6) Click on **Add a New Acct String** to add a new one.
- 7) Make the necessary changes to the invalid data according to the listed errors.
- 8) Click on **Update Acct String** if there have been any changes.
- 9) Click on **Update Voucher Record** to save the changes. This flags the record as no longer being on the Exceptions list.
- 10) Click on **Return to 'Process Exceptions'** to return to the Process Exceptions menu.

Once the exceptions have been corrected, they can be uploaded back to DAFIS. To view the corrected records before they are uploaded:

- 1) Access the NATS web application.
- 2) Click on **Process Exceptions**.
- 3) Click on **Process Voucher Exceptions**.
- 4) Click on **Review Edited Voucher Exceptions**. The corrected exceptions, if any, will display.
- 5) Click on **Return to 'Process Voucher Exceptions'** to return to the Process Voucher Exceptions screen.
- 6) Click on **Return to 'Process Exceptions'** to return to the Process Exceptions menu.
- 7) Click on **Back to NATS homepage** to leave this screen.

Administration menu

The Administration menu (Figure 23) contains eight administrative options for importing and exporting travel data and maintaining various tables. Note: The Update 'System Users List' option on the Administration menu is available only to System Administrators and will be visible only to them.

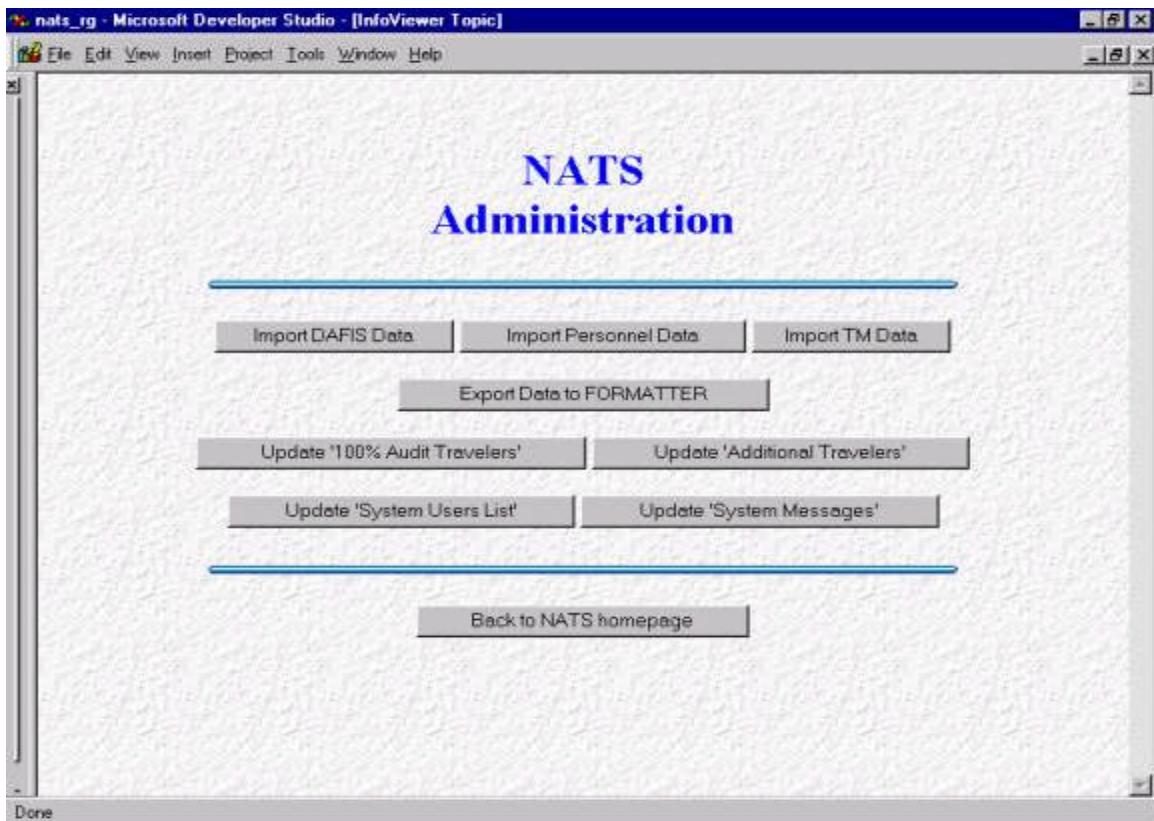


Figure 23 - NATS Administration menu

Import DAFIS Data

To import the DAFIS data file:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Import DAFIS Data**. The Return from DAFIS Processing menu is displayed (Figure 24).

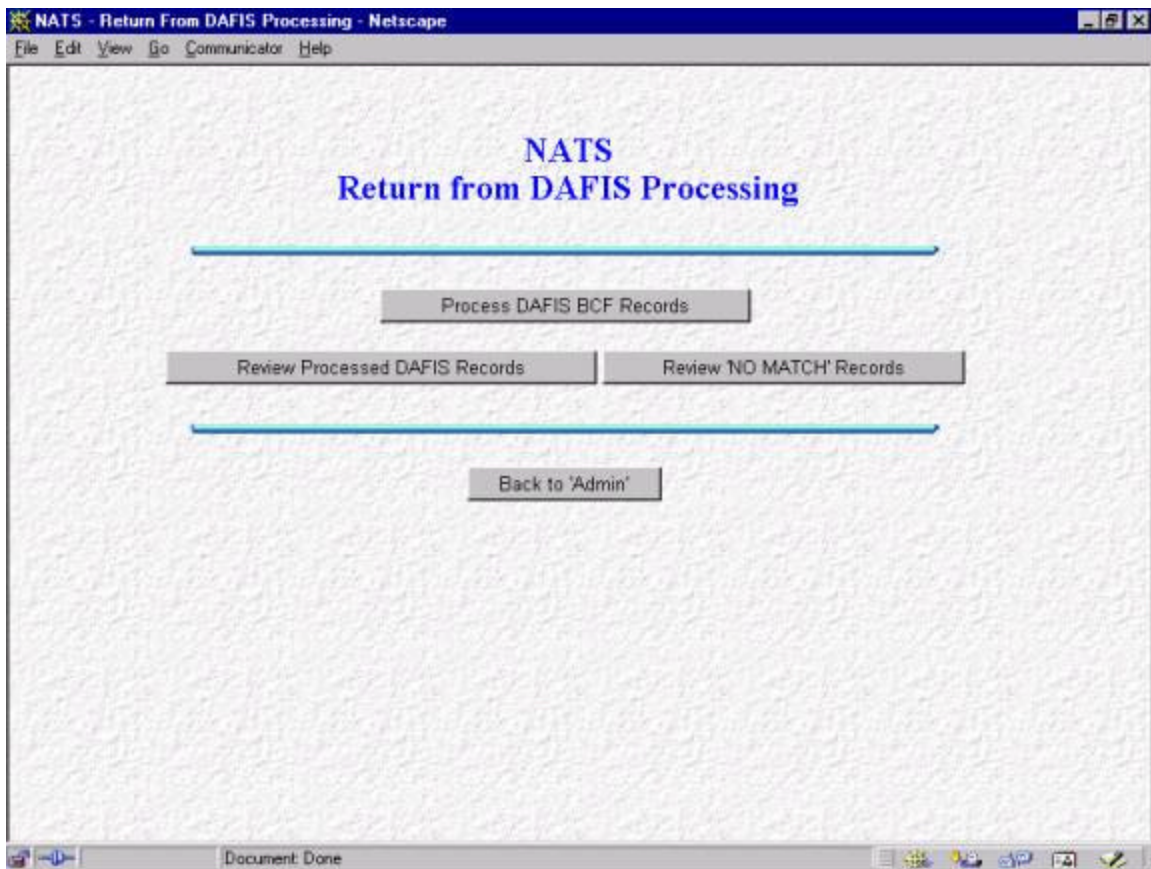


Figure 24 - NATS Return from DAFIS Processing menu

- 4) Click on **Process DAFIS BCF Records** to begin the DAFIS import process. As the process runs, informational messages such as 'Started', 'Processing', and 'Complete' will be displayed on the screen.
- 5) Click on **Review Processed DAFIS Records** to display a list of the records that were imported from DAFIS.
- 6) Click on **Review 'NO MATCH' Records** to display a list of all records that were not matched and their error messages.
- 7) Click on **Back to 'Admin'** to return to the main Administrator menu.

Import Personnel Data

This NATS component BCPs (Bulk Copy Processes) the data from the Personnel file into the Payroll Master file, populating it with the user names and SSNs. This file should be downloaded at least once a month.

During the Import DAFIS Data process, The Batch Control File records are matched to the voucher records. The match process uses the SSN and Purchase Amount as the key fields. BCF records that do not have a matching SSN and Purchase Amount are moved to the Unmatched Batch Control File. This file can be examined for matches using the option Reconcile Unmatched BCF Records. The list can be printed using the appropriate Reports menu option.

Keeping the personnel data as current as possible will minimize the number of unmatched BCF records for new or relocated employees.

To import the Personnel data file:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Import Personnel Data**.
- 4) Select one of the files available for import from the drop-down box. This file is typically titled "PRMSTR.TXT."
- 5) Click on **Start**. After a brief pause, an "Import Complete" message displays with the number of records imported.
- 6) Click on **OK**.
- 7) If necessary, multiple files can be imported before inserting them into the NATS database.
- 8) Click on **Back to 'Admin'** to return to the Administration menu.

Import TM Data

Travel Authorization and Travel Voucher records are created in the Travel Manager application. The data containing these various records is saved and exported as one file. Converting and importing the Travel Manager data file is one of the User's first steps in dealing with travel expenses in NATS.

After exporting this data file from Travel Manager, the User can convert and import the file into NATS.

Importing Travel Manager Files is a two-step process: **Pickup Files** brings Travel Manager data into the TM tables within the NATS database. The **Insert** button displays after importing the Travel Manager data. The Insert, or extract process takes these new records from the NATS database and imports them into the NATS records.

Follow these steps to import the Travel Manager data:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Import TM Data**. The Import Travel Manager Data screen will be displayed (Figure 25).
- 4) Select the file to be "picked up" from the drop-down list.
- 5) Click on **Pick-up Files**.
- 6) When Insert button appears, click on **Insert**.
- 7) Click on **Back to 'Admin'** to return to the Administration menu.

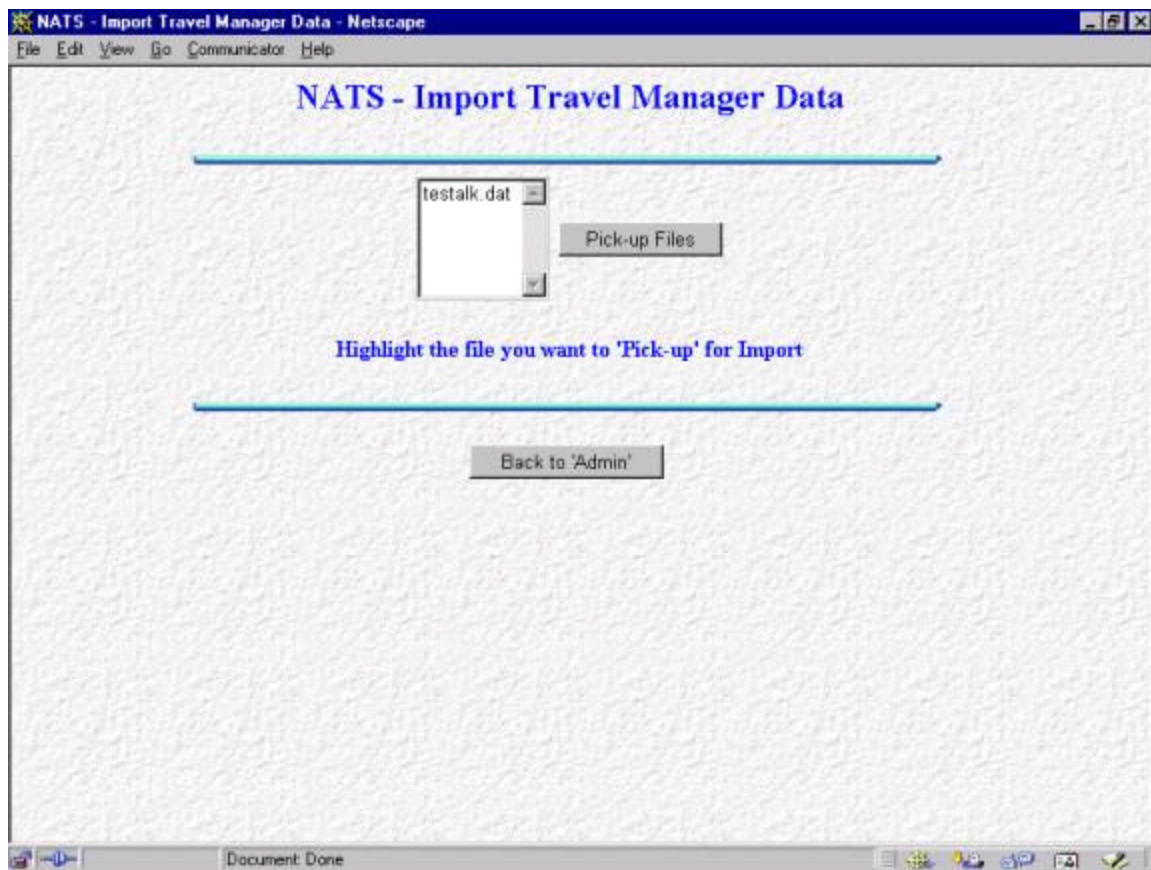


Figure 25 - NATS Import Travel Manager Data screen

Export Data to FORMATTER

The Travel Voucher data should be exported to DAFIS regularly. Any records found with invalid data will **not** be uploaded, but will be saved to an **Exception File**.

The **Begin Export to FORMATTER** procedure checks the NATS records for validity and writes them to the FAAlink NATS table, in preparation for use by the Formatter. Invalid records are written to the exception file.

To export the voucher data to DAFIS:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Export Data to FORMATTER**. The Export to FORMATTER screen will be displayed (Figure 26).
- 4) Click on **Begin Export to FORMATTER**.
- 5) Next, click on **Run the FORMATTER**. **Note:** The **Run the FORMATTER** procedure is temporary; the Doc Manager program will replace it in the future.
- 6) When the Formatter ends, click on **Back to 'Admin'** to return to the Administration menu.

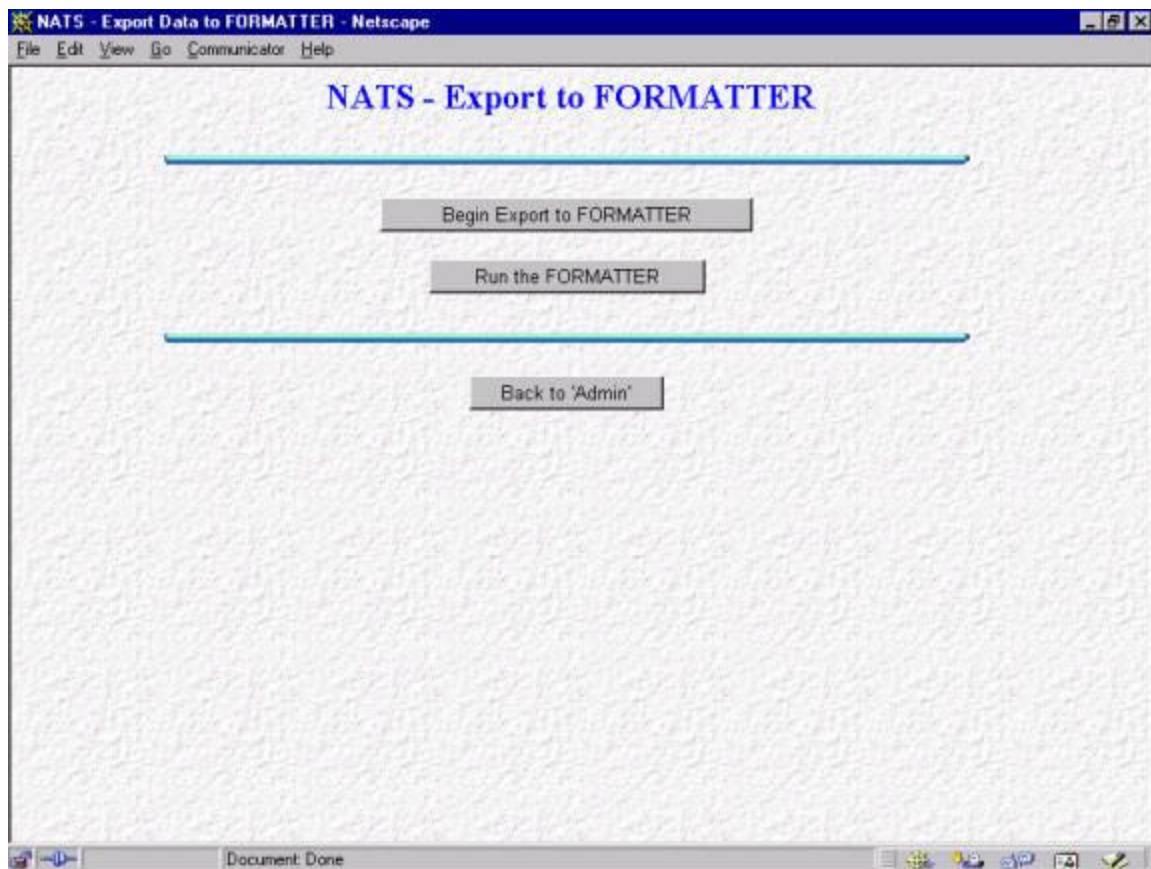


Figure 26 - NATS Export to FORMATTER screen

Update 100% Audit Travelers

This option is used to update the "100% Audit Travelers" list. To enter new travelers into the 100% Audit Travelers list:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update '100% Audit Travelers'**.
- 4) Enter the new traveler data at the bottom of the entry screen:
 - SSN:** traveler's SSN (nine digits without hyphens)
 - Name:** traveler's Lastname, Firstname, Middle Initial
 - Cost Center:** travelers' Cost Center.
- 5) Click on **Add**. The new traveler displays at the bottom of the list.
- 6) Click on **Return to 'Admin'** to return to the Administration menu.

To change the traveler data in the "100% Audit Travelers" list:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update '100% Audit Travelers'**.
- 4) Click on the **UserID** link for that traveler to populate the edit boxes.
- 5) Make the necessary changes to the traveler data at the bottom of the entry screen.
- 6) Click on **Update**. The updated traveler data displays in the list.
- 7) Click on **Return to 'Admin'** to return to the Administration menu.

To delete a traveler from the "100% Audit Travelers" list:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update '100% Audit Travelers'**.
- 4) Click on the **UserID** link for that traveler to populate the edit boxes.
- 5) Click on **Delete**. The list will refresh; that traveler will not be listed.
- 6) Click on **Return to 'Admin'** to return to the Administration menu.

Update 'Additional Travelers'

Missing or invalid personnel records in the Payroll Master table often cause Travel Order and Voucher exceptions. To enter new travelers into the Payroll Master table:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update 'Additional Travelers'**.
- 4) Enter the new traveler data at the bottom of the entry screen:
 - SSN:** traveler's SSN (nine digits without hyphens)
 - Name:** traveler's Lastname, Firstname, Middle Initial
 - Cost Center:** travelers' Cost Center.
- 5) Click on **Add**. The new traveler displays at the bottom of the list.
- 6) Click on **Return to 'Admin'** to return to the Administration menu.

To change the traveler data in the Payroll Master table:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update 'Additional Travelers'**.
- 4) Click on the **UserID** link for that traveler to populate the edit boxes.
- 5) Make the necessary changes to the traveler data at the bottom of the entry screen.
- 6) Click on **Update**. The updated traveler data displays in the list.

- 7) Click on **Return to 'Admin'** to return to the Administration menu.

To delete a traveler from the Payroll Master table:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update 'Additional Travelers'**.
- 4) Click on the **UserID** link for that traveler to populate the edit boxes.
- 5) Click on **Delete**. The list will refresh; that traveler will not be listed.
- 6) Click on **Return to 'Admin'** to return to the Administration menu.

Update 'Systems Administrators List'

This option is available only to Systems Administrators and is used to update the ID and password of all NATS users. To enter new System Administrators and NATS Specialists into the NATS database:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update 'System Administrators List'**.
- 4) Enter the new User data at the bottom of the entry screen:
UserID: UserId should match the user's Network ID
Name: Lastname, Firstname
Password: Enter up to 15 characters; the password is not case-sensitive.
- 5) Click on **Add**. The new user displays at the bottom of the list.
- 6) Click on **Return to 'Admin'** to return to the Administration menu.

To change a UserID or password in the NATS database:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update 'System Administrators List'**.
- 4) Click on the **UserID** link for that Administrator to populate the edit boxes.
- 5) Update the User data in the entry boxes:
UserID: UserId should match the user's Network ID
Name: Lastname, Firstname
Password: Enter up to 15 characters; the password is not case-sensitive.
- 6) Click on **Update**. The updated SA data displays in the list.
- 7) Click on **Return to 'Admin'** to return to the Administration menu.

To delete a user from the NATS database:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update 'System Administrators List'**.
- 4) Click on the **UserID** link for that Administrator to populate the edit boxes.
- 5) Click on **Delete**. The list will refresh; that User will not be listed.
- 6) Click on **Return to 'Admin'** to return to the Administration menu.

Update 'System Messages'

This option is used to update system messages. To update the existing date or to enter a new date into the Travel Voucher Review page:

- 1) Access the NATS main menu web page.
- 2) Click on **Administration**.
- 3) Click on **Update 'System Messages'**. The System Messages screen will be displayed (Figure 27).

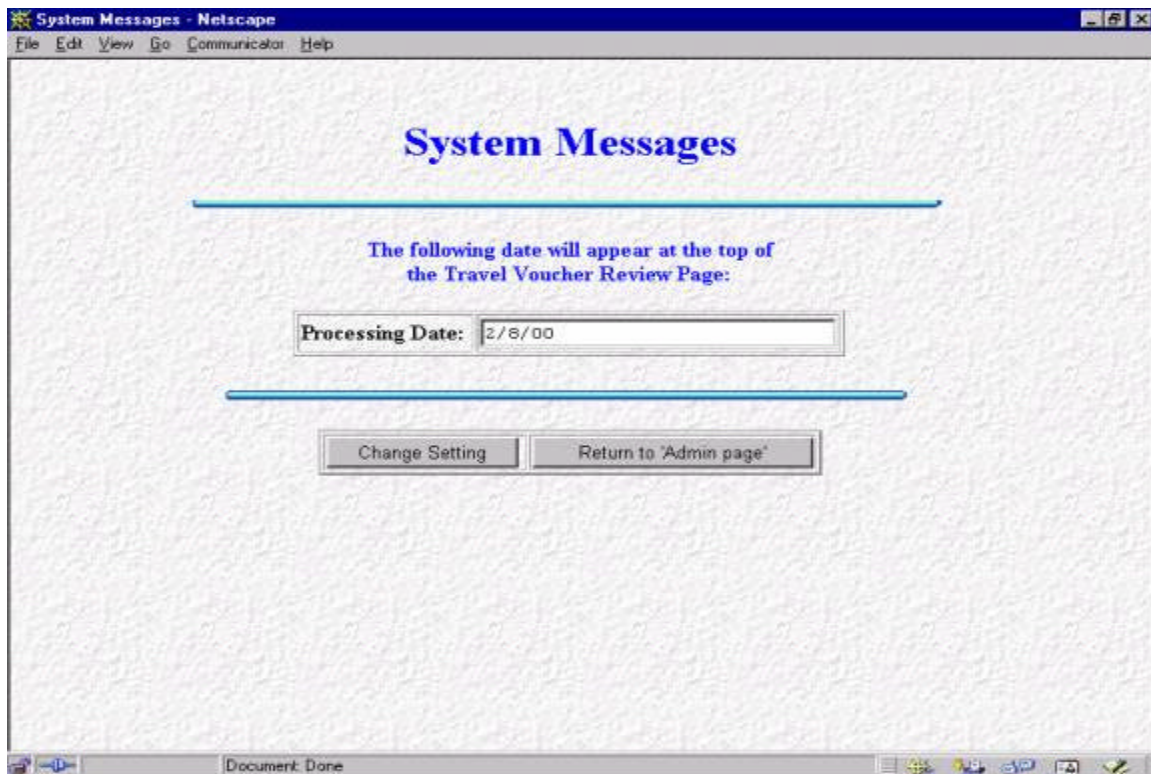


Figure 27 - System Messages screen

- 4) Edit or delete and replace the existing date.

- 5) Click on **Change Setting**.
- 6) The new or changed date will be displayed.
- 7) Click on **Return to 'Admin page'**.

Glossary:

activity code

New GTRs will always have an **Activity Code** of **G** indicating **Good**; see [About GTRs](#) for the other activity codes.

aging report

Shows the type of vouchers not processed in house much the same as the previous **NATS** aging report.

AMEX

Indicates that the employee has purchased a ticket with an American Express card, and should be reimbursed.

amt applied

The cash advance amount (if any) that is to be applied to the travel costs.

amt certified

Amount determined to be a valid claim. This field is automatically filled when the BCF data is downloaded.

batch Id

A pre-assigned nine-digit number indicating the batch of files in which the voucher was processed. This field is automatically filled when the BCF data is downloaded.

BCF

Batch Control Files with allocation data are returned to **NATS** to update the billing status of the vouchers.

control number (CtrlNbr)

The **Control Number** is a sequential stamp affixed to each voucher; it has 8 digits and contains numerals only.

date processed

The date the voucher was processed in DAFIS. This field is automatically filled when the BCF data is downloaded.

date rejected

The date the voucher was rejected (perhaps the voucher was incomplete, not signed, or the charge was found to be invalid).

Doc. Type

Document Types are identified by the codes **11**, **12**, **13** or **17**: these are specific accounting document codes related to the type of authorizations.

Doc. Type: 11

ingle Trip TDY.

Doc. Type: 12

Permanent Change of Station used on vouchers marked **RITA**.

Doc. Type: 13

Limited Open Authorization Travel (the default)

Doc. Type: 17

Centrally Funded Training Travel

Dte From

Beginning date of travel.

Dte To

Ending date of travel.

editor

The **NATS Editor** checks the validity of the Accounting Codes and sends the rejects to the **Exception Files**.

EFT Status

Electronic Funds Transfer. If the SSN is not found in the T16 file of the Editor tables, the EFT status is unknown. If the SSN exists in the table, the EFT status will be reported as true or false, i.e., Traveler is set up for EFT status, or Traveler is not set up for EFT status.

en route

Indicates that there is no airline charge for this trip, as the trip itself was part of the employee's official duties.

error 8004005

Lost connection to the database in use. This is a "session timeout" caused by too much time passing with the application still open. Close the application, restart the browser, and restart the application.

exception files

The **Exception Files** contain **Travel Authorization** and **Travel Voucher** records that failed the validity check.

exception list (travel orders)

The list of Travel Orders rejected by NATS due to invalid accounting codes.

exception list (vouchers)

The list of vouchers rejected by NATS due to invalid accounting codes or missing Travel Authorizations.

exception

A **Travel Authorization** or **Travel Voucher** that was rejected by **DAFIS** due to incorrect accounting data or Authorization Number.

formatter

The **NATS Formatter** saves the travel records in a database format compatible with **DAFIS**.

GTR

Government Transportation Request. The **GTR** code format is one alpha character (A - Z) followed by 7 numerals.

internet

Any set of interconnected networks. The Internet is the largest example. (See also Internet)

Internet

A worldwide internet, composed of several backbone networks and smaller networks. It includes commercial, educational, military, and other organizations.

intranet

A service or network inside a company using the technologies that have been developed over the Internet: A connection of networks within an organization intended for private use.

invalid records

Records that fail the validity check are saved to the **Exception File** for either **Travel Authorizations** or **Travel Vouchers**.

received not processed voucher report

Select and print the unprocessed vouchers incurred before a certain date.

reclaim

Indicates that this is additional information to supplement a previously entered travel voucher. Vouchers marked as a **Reclaim** are related to the user's original voucher in the database.

reject code

A specific code that indicates the reason for the voucher rejection. Clicking in this field will display a drop-down menu of code choices.

rejected voucher report

Lists the vouchers that the accounting office has rejected and returned to the traveler.

RITA report

Shows the vouchers received that are marked **Relocation Income Tax Allowance**.

RITA

Relocation Income Tax Allowance: this is part of the **Permanent Change of Station** process, and uses **Document Type 12**.

SSN

The Social Security Number of the individual to whom the **Travel Authorization** has been issued.

statistical sample report

Vouchers can be sorted by SSN or alphabetically by name. It numbers each entry so that you can select the number to start and the sample frequency (e.g., one in ten, or one in twenty).

TAS

TAS (the **Travel Accounting System**) is the **Voucher Tracking Module** of **NATS**, and is the users' primary interface in updating travel records.

trans type

AMEX, En route GTR, Other: Clicking on the down arrow in the **Trans Type** box displays a drop-down menu of transaction types indicating how the bill is to be paid.

Travel Manager

The **Travel Manager** application provides the initial file with Travel Authorization and Travel Voucher data. It creates an export file for the **NATS TM Import** process.

travel order

Also called a Travel Authorization; required authorization for government travel. A travel order requires a 10 character **Travel Authorization** code, or number. The last character of the code is used to identify the type of authorization.

“Traveler not found in T16”

The SSN has not been found in the T16 table. This may be due to an incorrect SSN, or because the traveler is new and has not yet been entered into the personnel database.

un-matched BCF records report

Lists the vouchers for which DAFIS did not find a match during the DAFIS BCF update.

unmatched BCFs

Unmatched BCF files list the Travel Vouchers without a corresponding Travel Authorization.

Update

Clicking on **Update** will save changes to the record, and advance the screen data to the next voucher record.

user

The NATS Specialist or System Administrator designated to maintain the NATS system.

legal stuff

Produced 1996-1998: Office of Financial Services, Financial Systems Development Branch ABA-320, Federal Aviation Administration. Published in the United States of America.

Microsoft, MS and MS-DOS are registered trademarks, and Windows is a trademark of Microsoft Corporation.

Travel Manager and Travel Manager Plus are registered trademarks of Gelco Corporation.

Portions Copyright © Blue Sky Software Corporation.

Unless otherwise noted, all names of companies, products, street addresses, persons and account numbers contained herein are fictitious and are designed to document the use of this product.